

## **PHILOSOPHY AND OBJECTIVES**

### **MISSION STATEMENT**

The American School of Kuwait educates the whole child to become a productive, life-long learner who thinks critically, acts with integrity, and is equipped to excel in American higher education.

### **AMERICAN SCHOOL OF KUWAIT'S CORE VALUES**

- Educating the whole child
- Preparing students through a challenging, integrated academic program
- Developing critical thinking
- Fostering confidence, independence and self-worth
- Maintaining a safe, secure and healthy environment
- Developing individuals who demonstrate integrity, respect, responsibility and accountability
- Communicating openly for better understanding
- Promoting greater awareness, understanding and appreciation of our diverse community
- Pursuing excellence

### **AMERICAN SCHOOL OF KUWAIT'S PARAMETERS**

- The school is subject to regulation by the Government of Kuwait.
- In accordance with Kuwaiti law, the school is proprietary and school governance finalizes all major decisions.
- The school adheres to a sustainable financial plan based primarily upon tuition payments.
- The school will respect local culture without compromising core values.
- The school offers an accredited, co-educational, Pre-K to Grade 12 program aligned with U.S. standards and practices.
- The school's priority is an academic program of instruction that prepares students for an American college or university education.
- All programs must be consistent with the school's mission and financially sustainable, with provision made for staff resources and professional development.
- The professional staff will be highly qualified and committed to the school's core values.
- The school does not tolerate behavior that is unsafe or unethical, or that interferes in any way with the school's mission.

### **THE AMERICAN SCHOOL OF KUWAIT'S STRATEGIC OBJECTIVES**

By June 2010

- ASK students will demonstrate improved academic achievement in English language skills.
- ASK students will demonstrate improvement in assuming responsibility, demonstrating respect, integrity, and leadership skills.
- ASK will demonstrate improved communication throughout the school community.
- ASK will demonstrate improved integration of technology across all subject areas.
- ASK will demonstrate improved facilities.

**ASK CODE OF CONDUCT:**

As a member of the ASK community,

- I will live by its mission: to act with integrity, strive for excellence, and think critically.
- I will apply these principles to all problems I encounter
- I will treat others, regardless of position or background, with respect, honesty, and dignity.
- I will ensure that my actions, attitude, and contributions are conducive to maintaining a positive learning environment for all.
- I will be responsible for my own learning and will ensure that my work reflects both my integrity and the best of my abilities.
- I will take proper care of my belongings and respect the property of others.
- I will accept my responsibilities to the ASK community by following the school's rules and regulations

**SCHOOL ORGANIZATION AND STRUCTURE**

**BOARD OF ADVISORS**

The school has a Board of Advisors, who are appointed by the school owner. Kuwait law recognizes the school operation as the sole responsibility of the school owner in all aspects including its financial solvency.

Regularly scheduled meetings are held throughout the school year during which time school initiatives are presented and academic information on ASK operations are provided.

Students, parents and teachers are encouraged to share ideas and concerns with the school owner.



## **TEACHER RESPONSIBILITIES**

### **ACCIDENT REPORTS:**

Injuries to students or teachers are reported in writing to the nurse and an administrator. If an injury is serious, the individual must not be moved. The nurse and principal will be immediately summoned and will determine when and how to move the person. For a minor injury, students will report to the Nurse's Office.

An on-the-job injury to a faculty member must be reported in writing to a principal or the superintendent.

### **BULLETIN BOARDS:**

These serve as teaching aides and should be used extensively and changed regularly. A schedule for hallway bulletin boards will provide opportunities for each teacher to display student work.

### **CLASSROOM INVENTORIES:**

Teachers are responsible and accountable for the space and equipment assigned to them. Furniture, textbooks, teaching materials and equipment are to be listed on an inventory sheet and checked for serviceability at the beginning and again at the end of each school year. A pre-order inventory may also be required in November before annual curriculum orders are placed.

### **CLASSROOM VISITS:**

Teachers should expect regular visits from school administrators, parents, and others. All visitors to classrooms require approval from an administrator, who will accompany them or will arrange for the visit with the teacher whose class will be visited. Classroom activities are to proceed as usual while visitors are present.

### **CONFIDENTIAL INFORMATION REGARDING STUDENTS:**

School employees shall not reveal specific personal information concerning any pupil enrolled in the school except under judicial process, to a parent or guardian, to an official of the school, or to an employer or potential employer of the pupil. Teachers must exercise discretion when discussing a student's behavior or achievement.

### **EXCUSED FROM CLASS PASS:**

Students are not to leave class without the appropriate pass. Time and date should be noted on the pass. Students are permitted to leave class in emergency situations only.

### **FIELD TRIPS:**

The purpose of field trips is to enhance classroom instruction by providing a meaningful, well-organized out of class experience for students. Generally speaking, a field trip proposal must reflect the overriding instructional benefits to justify the loss of classroom time.

The Ministry of Education generally publishes a list of approved field trips. Other activities may be submitted to the principal for approval. These steps are usually necessary for school activities which take students off campus.

- Obtain permission for the trip from the appropriate administrator one month in

advance.

- Obtain permission from Ministry of Education by submitting a signed field trip request form to the superintendent's secretary one month in advance.
- Obtain written parental consent. Forms are available from the principal.
- Principals will arrange for transportation through the Activities Director.
- Arrange for chaperones, usually one adult for each 10 students.
- List student participants in the bulletin at least one week prior to departure.

The Ministry does not approve school activities at any Embassy. The school cannot sponsor activities in public places without formal approval from the Ministry of Education.

### FOOD SALES

These guidelines will be followed for bake sales and other food sales on campus:

- Each sale must be approved by the principal and owner at least one week in advance and must be sponsored and supervised by at least one teacher
- A definite intended use of the funds to be raised must be stated and approved by the principal.
- A clean-up committee is necessary
- The hallways or classrooms where the sale is held must be left clean
- Costs of items must be approved by the principal
- Knives, napkins, paper plates, serving utensils, etc. are the responsibility of the sponsoring group
- The sponsoring teacher must be present throughout the sale and must supervise the clean-up committee
- All proceeds must be deposited with the business office on the same day it is collected.

### GIFTS:

Please be advised that the acceptance of any gift or favour, from students or parents of any reasonable monetary value is neither acceptable nor appropriate. While it is recognized that small tokens of appreciation may well be forthcoming at times during the year please, only accept, gifts such as flowers, chocolates, coffee mugs etc. If you have questions in regard to this please refer them to your building administrator.

The acceptance of major gifts, favours or the encouragement of either, by a staff member will be seen as serious breach of employment conditions as outlined in school policy and licensing guidelines of the Ministry of Education.

### LANGUAGE USAGE:

The American School of Kuwait maintains a strong American identity with all classes except those in foreign languages taught in the English language. English is to be used exclusively in the classroom. We recognize the native language variation among our student population and do not mandate the language used in non class time.

### LESSON PLAN BOOKS:

Good teaching requires careful planning, and copies of lesson plans must be submitted to principals weekly. The respective offices will maintain a file of lesson plans for ministry purposes.

Objectives, activities, references, page numbers, exercises and homework assignments must be adequately explained so a substitute teacher could follow the plans if necessary.

In case of teacher absence, teacher manuals, room keys, attendance books, curriculum-based, lesson plans, and seating charts must be available.

All record books, plan books, and a grading explanation must be turned in at the end of the school year. Attendance and evaluation of student work during each marking period must be clearly recorded. **Please keep careful, legible records.**

**LOST & FOUND:**

Articles left at school will be sent to the individual school's offices where it will be placed in the lost-and-found and, when appropriate, advertise items in the school bulletin. Items will be disposed of at the end of each semester.

**MIDDLE SCHOOL – HIGH SCHOOL TEST SCHEDULE:**

**Middle School test schedule policy:**

In order to provide equity for middle school students, a test schedule is posted in the middle school office. Each school day on the calendar has two tests slots available. Teachers must sign in on one of the slots if they intend to test on that day. Teachers are expected to plan ahead, and choose their test dates early.

**High school test schedule policy:**

See HS student/parent Handbook.

**High School Tests:**

Teachers who teach multiple sections of the same course (e.g. World History teacher for two or more sections) are required to vary classroom tests for each section.

Make-up tests need also to vary from the original.

**MONEY COLLECTION:**

Teachers are prohibited both by the Ministry of Education and by ASK policy from assisting in collecting any money from students or parents. Any money must be turned in to the business office. School organizations, with approval from the building principal and owner, maintain school accounts with the business office.

The business office cannot accept personal money or valuables for safe keeping.

Teachers should not accept or hold personal money, property or valuables for students.

**SALES:**

Teachers are not permitted to sell supplies or materials to students without permission from the building principal.

Students are not permitted to sell items to other students for personal monetary gain. Teachers are not permitted to collect and hold money from students unless coordinated through the building principal.

**SCHOOL EXCURSIONS OUT OF KUWAIT:**

Teachers sponsoring any activity which includes out-of-Kuwait travel should complete the activity form and submit it to the principal for approval six weeks in advance of the activity.

The sponsoring teacher will then submit to the superintendent's secretary (one month in advance) the complete approval form and all other information necessary to obtain Ministry of Education approval.

### SCHOOL PARTIES AND PUBLIC APPEARANCES:

School employees are not to be involved in any of these activities without the direct approval of the superintendent and the owner:

- Public appearances on television, or radio.
- Interviews with newspapers, magazines, etc.
- The submission of articles for publication or any items for distribution with reference to the American School of Kuwait must have the official prior approval of the owner.

The Ministry of Education requires that the school obtain permission for all school-sponsored activities.

The Ministry and Kuwaiti culture does not approve of proms or dances. Attending student parties, trips or activities, which are not approved by both the school and the Ministry of Education is not permitted. The Ministry and Kuwaiti culture also does not approve of physical contact on school grounds and in public places.

### SMOKING:

By school policy and Ministry of Education directive, the American School of Kuwait is a smoke-free school. Smoking is prohibited on the school campus and in view of the school entrances, while on a school bus, during extra curricular activities or school functions.

Smoking situation: Students found in a situation in which the smoking rule has been violated, but who may not have actually violated school rules, will be said to be in a "smoking situation." The parents of these students will be informed that their children have been associated with a violation of the smoking rules. Students found to be in a smoking situation will be suspended from school. The enforcement of this policy is the responsibility of the faculty and school administration as well as the student body and the parent community.

### STAFF MEETINGS:

Teachers are to reserve time each Monday 2:50-4:15 p.m. for faculty, departmental, or in-service meetings as follows:

- 1<sup>st</sup> Monday – Building Faculty Meeting
- 2<sup>nd</sup> Monday – Elem. Coordinator /Dept. Meetings
- 3<sup>rd</sup> Monday – To be announced
- 4<sup>th</sup> Monday – Curriculum Council - *Curriculum Executive Group meeting*
- 5<sup>th</sup> Monday- If applicable-to be announced

It is understood that additional meetings may be necessary dependent upon any pending school tasks requiring completion.

### STUDENT ASSEMBLIES:

Assemblies must be approved by the administrators. Teachers are required to attend assemblies and provide proactive supervision of students as necessary. Teachers must be aware that each approved program must be in line with Ministry of Education expectations and regulations.

### STUDENT ATTENDANCE:

Teachers will maintain an accurate record of student attendance. Monthly reports are maintained and are required by the Ministry of Education.

In the high school, attendance is taken by the classroom teacher at the beginning of the school day and at the beginning of each period. Record keeping is done by the school registrar.

In the middle school, attendance is taken by advisory teachers in the morning and recorded by the school secretary/registrar, who then emails a list of absentees to all teachers. Teachers report any discrepancies to the office at the beginning of each class throughout the day.

The satisfactory completion of an academic course of study requires both promptness and regular attendance to class. It is expected, except in the event of illness or emergency, that a student will attend all classes each school day. Excessive absence from classes shall impact on student achievement, course credit, and promotion.

Accurate attendance records are the responsibility of teachers and the school office. Principals will work with faculty to establish and maintain an appropriate attendance management system. Under no circumstances is it acceptable that students will take attendance.

#### STUDENT BEHAVIOR:

Each staff member is obligated to monitor student behavior. Teachers are expected to proactively address discipline issues prior to referring the student to the office (telephone calls to parents, parent/student conferences after school, after school detention, reference to counselor, etc.). Parents will be informed of student actions and will be asked to assist in solutions, when necessary.

Corporal punishment will not be administered under any circumstances.

If or when a teacher feels that they require additional assistance in dealing with a student or classroom issue, they should contact the appropriate school office (Elementary, Middle or High school) and ask for the principal or assistant principal to attend.

#### STUDENT HOMEWORK:

Teachers are expected to assign homework as needed, but never as a punishment and nor as a substitute for thorough and effective instruction. Assignments should be appropriate, purposeful and support the learning in the classroom. Teachers are advised to check with building principals, parents, students and other teachers regularly on the homework loads of students. If homework is to be used for grading, the weighting of homework assignments should be minimized.

#### STUDENT SUPERVISION:

Supervision of students is the responsibility of each staff member at all times. Specific duties will be assigned by principals according to a schedule that suits the daily pattern of student activities. We must all observe and direct student behavior, taking time to teach students what is expected of them in classrooms, in hallways and elsewhere on campus.

The Bubble can be easily damaged by combs, pens, pencils and other sharp instruments. Vigilance is required of the entire staff to keep the Bubble up. Emergency doors to the Bubble should be used only for emergencies. Students are not to lean on or bounce against the sides of the Bubble.

#### STUDENT TARDINESS:

It is imperative that teachers at the secondary level be present outside the classroom between classes to supervise students and encourage on-time behavior.

Secondary school students do have sufficient time to move between classes. When they leave a class late, the teacher responsible for the delay must send a note to the student's next teacher. Consequences will be assigned to students who persistently arrive late (see parent/student Handbook).

Elementary students will generally have five (5) minutes to report to and return from special classes. If they leave a class late, the teacher responsible for the delay should send a note to the next teacher. Tardy students should not be admitted to class without a note from the previous teacher. Stragglers who arrive late more than three times per quarter will be sent to the Elementary Office to give an explanation and to obtain a permit to class.

#### SUPERVISION OF AQUATIC EVENTS AND ACTIVITIES:

##### **Pool Activities:**

The teacher supervising an activity in the school's pool must have current CPR certification and be present next to the pool while students are in the pool. If the certified supervisor is in the water with the students, another certified adult should be out of the water on the pool deck. The ratio of attendants to students cannot be more than 12:1. It is not necessary that all attendants be CPR certified but obviously desirable. An attendant should have received basic instruction in pool safety and life saving.

##### **Beach Activities:**

As above but a ratio of 10:1 in reference to any aquatic activities.

##### **Physical Education Classes:**

Wherever possible the ratio should remain at 12:1 as listed under pool activities, however, with middle and high school Physical Education Classes, a teacher who is certified, can supervise on their own providing no more than 20 students are under their supervision in the pool at any one time and providing the number of non-swimmers is no greater than 20%. This exception is only allowed when the supervisor remains on the pool deck at all times.

#### TEACHER ATTENDANCE:

Teachers are expected to arrive and sign in at the building's office by 7:00 a.m. each day and to remain at school until 3:00 p.m. when they will have to sign out also at the building's office. Occasional meetings and staff assignments will require teachers to remain at school beyond 3:00 p.m. Under no circumstances should a teacher leave their classes unattended and it is imperative that teachers are in class on time.

Occasional teacher absence is unavoidable, but proper planning will minimize its effect on the students. In cases of illness, teachers must report their absence from school to their principal as early as possible so a substitute may be assigned or employed. Lesson plans and necessary resource materials, together with any instructions, are to be accessible to the principal or substitute well before the school day begins. Principals will report to the Business Office all staff absences. Anticipated non-illness related absences must be discussed with the building principal in a timely manner.

##### Notification of absence:

Teachers should notify their building principal by 6.15 am if they are sick and will not report that day. Teachers are required to have lesson plans delivered to the school by no later than 7.00 am.

In the Middle and High Schools, an absent teacher's classes will normally be taught by members of the faculty whose planning periods correspond to the absent teacher's instructional periods. Non-faculty substitutes will usually be employed in the elementary school or in cases of extended teacher

absence. Combining of classes to provide supervision of an absent teacher's students may be done only with the principal's approval.

An absence of any length--one period or one day--must be reported to the principal who in turn reports it to the Business Office. Teachers who leave the school campus during the school day must check in advance with their administrator and sign out and in, upon return.

Substitutes will be paid KD 5.000 on a per-period basis in the Elementary school, (KD 10.000 for Middle and High School). Only when a substitute teaching assignment requires the addition of a teaching period to the day's normal teaching load will the substitute teacher be paid for his or her service.

Each day of a teacher's absence immediately before or after school holiday, without appropriate approval from the Superintendent or a doctor certification, will result in the loss of two day salary. Teachers are to have a sub folder prepared for any and all absences. The sub folder must contain, but is not be limited to: attendance rosters for each class, seating charts if applicable, and thorough lesson plans, including homework assignments, for each prep. Lesson plans should be updated weekly.

#### TEXTBOOK DISTRIBUTION:

Teachers are expected to maintain an accurate record of books issued to students and provide a copy of this to the respective school building administrator. Text books are numbered by year of purchase and a serial number. Secondary teachers will record the number and condition of texts as issued. This record will be helpful when students return books at the end of the year. Elementary school teachers will keep book records in their grade book, and new students will be added as they arrive. Replacement of lost books must also be recorded.

A record of expendable books, Arabic books and other workbooks will be kept by each teacher for accounting purposes.

Textbooks must be returned, in usable condition, at the end of the year or upon withdrawal from school. Otherwise, a replacement fee will be assessed.

### TEACHER CONTRACTS

#### AIR TICKETS:

ASK provides direct transportation to and from each overseas hired teacher's point of origin. For those who choose not to take the tickets, the money provided will be calculated to equal the best price ASK can obtain for a 90 day excursion fare.

#### BAGGAGE AND SHIPPING ALLOWANCE:

Overseas-hired teachers shall receive a baggage and shipping allowance of 200 KD for singles (300 KD for teaching couples) upon presentation of receipts. This allowance applies to both arrivals and departure.

#### BEREAVEMENT LEAVE:

Teachers are entitled to bereavement leave of 5 days for a death in the immediate family. For overseas-hired teachers this includes one round-trip airline ticket. Immediate family is considered mother, father, son and daughter or sibling.

CAR LOANS:

Teachers can request from the business office a loan/salary advance for the specific purpose of buying a car. Generally this is the advancement of a month's salary to be repaid over 3 months.

CONTRACT CANCELLATION:

If either the employee or the school desires to cancel the contract at the end of the first school year of the initial two-year contract, that party shall give written notice to that effect before January 15 of same school year. If the notice was served by the school, the employee shall be entitled to receive salaries through the end of the same year, end-of-service award, air transport ticket to point of origin by the most direct route from Kuwait, settling-in allowance and any other allowances due at the end of the first year. If the notice was served by the employee, the employee shall forfeit eligibility for the end-of-service award, air transport ticket to point of origin by the most direct route from Kuwait, settling-in allowance and any other allowances due at the end of the first year.

CONTRACT CANCELLATION NOTICE AND LOSS OF BENEFITS:

Should an employee desire to cancel a contract before the expiry of the instructional school year for any reason, that employee shall give the school one month's prior, written notice to that effect. In this case the employee shall forfeit, as applicable, eligibility for the air transport ticket to return to the point of origin, the end-of-service award, settling-in allowance, and sick leave benefit.

END-OF-SERVICE AWARD (INDEMNITY):

Per Kuwait labor Law as amended in 1998, requires the Employers' to provide an indemnity amount for the number of years worked and employees monthly salary:

One half month's salary for 1 to 5 years employment.

One month's salary for 6 years and above employment.

EXCURSION AIR FARE:

If a contract is not terminated at the end of the first school year of the initial two-year contract, the employee shall receive an excursion air fare transport ticket from Kuwait to Point of Origin and back to Kuwait.

GRIEVANCE PROCEDURE:

From time to time employees of the school may have individual or collective grievances. The school will make every effort to mitigate such grievances. Employees are kindly requested to contact the Superintendent in attempting to solve any school-related complaints about employment, living conditions, etc. If the problem is not resolved then this issue will be raised with the owner.

HEALTH INSURANCE:

The cost of the private health insurance for the overseas hires will be paid by the school. In the case of overseas hired staff members, this insurance will provide world health coverage with the exception of some countries in North America.

Insurance shall include a dependent where stated in the contract.

It is possible for professional staff members to add additional family members or purchase additional coverage. However, this cost will be borne by the staff member.

Local hires may participate in the health insurance plan but must pay all the cost associated with the plan.

Details about the health plan will be distributed each year. The Business Office will announce any changes to the staff as necessary.

MATERNITY LEAVE:

Teachers are entitled to maternity leave as per Kuwait Labor Law which states that employees are allowed 40 consecutive leave days from the date of birth of the child. The 40 days have to be taken from the date of birth regardless of whether they are school calendar or designated school holidays. With appropriate documentation from a medical practitioner, this leave can be used in combination with an employee's sick leave entitlement.

#### PERSONAL LEAVE

Contracted teachers will be entitled to two days personal leave per year which is not cumulative. This leave is to be used for situations such as paternity, visa procurement, packing and shipping arrangements.

This leave cannot be used in conjunction with any other form of leave without written consent of the Superintendent. This leave cannot be taken immediately before or after a school holiday and must be approved in writing by the Superintendent prior to being taken. Wherever possible, it is critical that the timing of this leave is negotiated with the building principal to minimize disruption to the learning program.

#### POINT OF ORIGIN:

An Employee's point of origin is that city identified at the time of employment as the place of residence from which the employee will travel to Kuwait and to which the employee will return from Kuwait. Employees may not change their points of origin without written consent of the superintendent

#### PRIVATE TUTORING:

As an overseas American/international school, we seek to exhaust all alternatives to remediate student academic difficulties prior to a referral for tutoring. These include but are not limited to: working with the student before or after school, collaborating with other teachers and the child's counselor, etc. Tutoring is the final step in this process.

While tutoring of students is sometimes a legitimate means of assisting a struggling child, tutoring in Kuwait has a tendency to become a second business for some teachers. Teachers are reminded that any employment outside of that provided for in the school's sponsorship of professional staff may constitute a violation of Kuwait law. With that in mind:

ASK employees and the dependents of ASK employees must obtain written clearance from the superintendent whose responsibility it is to maintain a list of teacher's tutoring schedules before tutoring for money. The clearance will require documentation provided on the Tutoring Response (available in teacher lounges and from the school network:

- Student's names,
- courses or subject areas,
- the tutor's name,
- the name of the teacher recommending additional instruction,
- the cost per hour to the student,
- the tutoring site, and the length and frequency of the tutoring sessions.

The completed form should be submitted to the building principal of the teacher wishing to tutor.

No teacher (or dependent of any teacher) will receive remuneration for the tutoring of a student assigned to one of his/her ASK classes.

Private tutoring is strictly not permitted during school hours (7:00 a.m. to 3:00 p.m.).

Private tutoring is strictly not permitted on school grounds or teacher sponsored housing. Approved private tutoring is not permitted during times which conflict with school activities, supervisory

assignments, and other school related responsibilities.

It is strongly suggested that teachers should not tutor more than 2-3 hours per week and strictly no more than 4 hours per week.

Dependents of expatriate teachers living in school furnished quarters are subject to these same policies.

**PROBATIONARY PERIOD:**

There will be a probationary period of sixty (60) calendar days, commencing from the first actual working day on site. During the probationary period, either the employee or the school may terminate the contract without notice. Contracts terminated by employees will result in loss, as applicable, of air transport return ticket to point of origin, settling-in allowance, and end-of-service award.

**PROFESSIONAL CONTRACT:**

Teachers will receive a complete copy of their contract in English and Arabic languages.

Teachers shall be given and shall return "assurances of contract continuation" forms on or before January 15 of the year in which their contracts expire.

Should a teacher make a contract continuation commitment and later break it after January 15, 2006 he/she shall lose the end-of-service award payable to him/her for the year in which the commitment was broken and air-fare to point of origin, if applicable. All other normal benefits shall be treated as per the contract. Should a teacher be actively pursuing another position, the deadline for returning the contract continuation commitment may be negotiated with the superintendent.

Should the contract be broken during the summer vacation, indemnities shall be forfeited according to the following formula:

- August pay in lieu of costs incurred by the school in finding a replacement and as a penalty for breaking contract.
- Airline tickets (if any) shall be retained.
- Teachers at ASK from 1-3 years shall forfeit all their end-of-service award.
- Teachers in their 4th year at ASK shall forfeit 3/4 of their end-of-service award.
- Teachers in their 5th year at ASK shall forfeit 1/2 of their end-of-service award.
- Teachers in their 6th year at ASK and in all following years shall forfeit 1/4 of their end-of-service award.
- A letter will be sent to the teacher's state certification office and recruiting agencies informing the said bureau of the act of breaking a signed contract.

**PROFESSIONAL DEVELOPMENT ALLOWANCE**

Teachers are entitled to a professional development of 100 KD per year. This amount can be accumulated for a maximum of three years. For details and procedures please see (Professional Development and Curriculum Section).

**RECRUITING FAIR ATTENDANCE:**

Non-returning overseas-hired teachers are entitled to up to four days paid leave for attending a recruiting fair upon the approval of the building principal and superintendent.

**RELOCATION ALLOWANCE:**

Employees shall receive a one-time settling-in allowance of KD100 (one hundred) per teaching contract upon arrival to Kuwait. Employees completing only one year of a two-year contract shall reimburse the school one-half the allowance amount.

#### SALARY:

Salaries are deposited into local bank accounts in Kuwaiti Dinars, approximately on the 20<sup>th</sup> of each month.

Branches of several Kuwaiti banks are conveniently located near the school campus and housing areas.

#### SICK LEAVE

Teachers are entitled to the following sick leave per year:

- 6 days- full pay
- 6 days-75% of full pay
- 6 days- 50% of full pay
- 6 days- 25% of full pay

For the First 6 days any absence of more than one consecutive day must be accompanied by a medical certificate from a general practitioner. After the first 6 days a medical certificate is required for each subsequent absence due to sickness. An official medical certificate must be produced whether for one day or extended absence. Teachers will be reimbursed 10 KD per day for up to any of the first 5 full days of sick leave that is taken during the year. This cash benefit for unused sick leave is reimbursed at the end of each school year.

#### TEACHER DRESS CODE:

The professional staff will at all times set a positive example for the students by dressing professionally. Conservative, professional dress is required. Loud, unusual, or provocative dress is discouraged for both men and women. These guidelines are consistent with the culture of our host country.

- a) Proper footwear will be worn at all times. (Thongs, flip flops, beach slippers and athletic shoes are not acceptable). Men shall wear socks with their footwear. Sandals for men are not acceptable.
- b) Men will wear dress trousers, dress shirt and tie.
- c) Suit jackets, dress sweaters, or sports coats for men are encouraged during cooler months of the year.
- d) Women will wear opaque, loose-fitting, conservative blouses or dress tops. Low neck lines or tight-fitting tops are not appropriate. Sleeveless tops and dresses are not acceptable nor are T-Shirts and sweatshirts.
- e) Women will wear dresses and skirts no shorter than mid-knee length. Slits in skirts should be appropriate. Dress pants should be loose fitting.
- f) Transparent blouses and shirts or tight, form-revealing clothing are inappropriate.
- g) Denim jeans, sweat suits, and shorts are not acceptable. P.E. teachers may wear finger-tip length modest shorts, collared tops and sweat suits.
- h) Any unusual mode of dress that calls undue attention to the individual is discouraged for both men and women.

#### TEACHER DRESS CODES FOR SPECIAL DAYS

##### **Free Dress Day for Students**

Occasionally, the School will support free dress days for students. Free dress day is defined as students are free to deviate from the established dress code. When children participate in free dress day; they must continue to follow modest dress practices respectful of the Kuwaiti culture. Often

these days are assigned a theme in which students are encouraged to participate. Students must dress with intent to follow the theme or they may wear their regular school wear (keeping with the school dress code).

### **Free Dress Day for Staff**

Occasionally, the School will support free dress days for students. When these days occur, staff members are encouraged to participate. When staff participates in free dress day, they must continue to follow modest dress practices respectful of the Kuwaiti culture. Often these days are assigned a theme in which staffs are invited to model appropriate dress that supports the theme. The intent of the day is to show school spirit.

Staff members may dress in a professional yet casual manner. As “professional casual” can be open to interpretation, the following may serve as an example of appropriate wear.

**Men:** A polo shirt, dress shirt (tie optional), dress slacks, khaki’s, or loose fitting, appropriate denim pants, and appropriate shoes.

**Women:** A top that follows modest dress practices respectful of the Kuwaiti culture, dress slacks, khaki’s, skirts that adhere to the above, or loose fitting, appropriate denim pants, and appropriate shoes.

If staff members have any questions about dress code, they should speak with their direct supervisor before the “special day” in order to avoid inappropriate dress or embarrassment.

### **Teacher Work Days/ Non Student Contact Days**

When it is a school wide, non-teaching day, staff may dress casually (following modest dress practices respectful of the Kuwaiti culture). This includes professional development days and other non-teaching days.

### **TEACHER TRANSPORTATION:**

Transport will be provided to and from the school housing to the school on school days and for the school activities program. The schedule for this service will be published weekly.

## **SCHOOL COMMUNICATION**

### **DAILY AND WEEKLY ANNOUNCEMENTS**

Printed bulletins will be published and distributed to staff mail boxes or delivered on-line. Each item must be approved by the principal from which school the announcement is made.

Bulletin announcements in the HS/MS must be submitted to the principal and central office before 1:00 p.m. the day before publication. The ES does a weekly bulletin called the ES MESSENGER, which comes out on a Wednesday, so the staff members will have it for the following week. All announcements to be included in the ES MESSENGER need to be in to the ES principal by Tuesday before 12 noon.

Staff members, students organizations, classes or school clubs wishing to use the daily or weekly bulletin may do so provided the announcement is submitted to the principal in writing one day in advance. Faculty sponsors of student organizations must approve daily or weekly bulletin announcements for students before submitting them to the principals and central office. Some information may not be published due to local policies. Bulletin announcements, which are to be kept as brief as possible, are limited to two consecutive days' publication in the HS/MS.

Teachers in the HS/MS are required to read announcements to their students during the period of each school day designated by the principal. In the ES, the teachers will read announcements, when applicable, to their students during their homeroom period.

### E-MAIL

ASK outlook is available for both internal and external use. Staff members are expected to check their ASK web account daily. While traveling, a staff member can check their ASK web account at [www.ask.edu.kw/exchange](http://www.ask.edu.kw/exchange). However it is prohibited to be used to voice personal and internal issues within the school. Any staff member with an issue concerning school matters must address it directly to the person or the persons involved. Any staff member not adhering to this policy will be in violation of school policy.

### PROGRESS REPORTS

All teachers are required to file mid-quarter progress reports, with copies sent to the parents. Conferences with parents, students, and counselors may be requested by teachers to supplement the written reports and to plan strategies for students. Progress reports may be sent at any time, and teachers are encouraged to send positive progress reports when appropriate.

All teachers are asked to document conferences, telephone calls and other contacts made with the parents of all students. Documentation should include the type and extent of any extra help and guidance the student is receiving. Counselors, principals, and learning support teams should be kept aware of ongoing efforts with struggling students.

Teachers are encouraged to communicate frequently with parents of all students, especially those whose performance or behavior shows cause for concern.

### STUDENT ACHIEVEMENTS REPORTS

Teachers are expected to evaluate each student's academic work daily and to accumulate the daily assessments in order to estimate both individual growth and in-class performance. Report cards are to be sent to parents, and copies are filed in the school office at the mid-point and end of each semester.

**Student work must be graded and be made available in a timely manner.**

TELEPHONE CALLS Routine telephone calls to teachers and students will be reported in message form. Emergency calls will be appropriately handled as emergencies; but teachers and students will not ordinarily be called to the telephone. Teacher telephone calls can be made from the teacher lounges or building office.

Emergency calls by students may be made from the school office ONLY.

### STUDENT SERVICES

Each of the schools has a resource program especially designed for the age level for which it serves. Should you think that a child in your classroom may need assistance, the following procedures can be followed. Refer to the Student Services Handbook for more specific information and procedures.

### ELEMENTARY SCHOOL

The teacher makes a referral to the support personnel by filling out a form that can be found in the elementary workroom and then placing it in the mailbox of the resource teacher. The support team includes the ESL teacher, counselor, resource teacher, and a reading specialist. An appointment will be made with the teacher and the support team to discuss the student. At this time a decision will be made as to what action needs to be taken. Communication between the teacher and support team will be maintained through personal contact and scheduled group meetings.

### MIDDLE SCHOOL

The grade teams for each level will have regularly scheduled meetings with the Counselor. If a teacher is not a part of regularly scheduled team meetings, he/she should inform the team leader of the concern. Recommendations will then be made regarding the child's program.

### HIGH SCHOOL

ASK High School is a college-preparatory academy with no formal resource program. Teachers have scheduled hours before school and after school to meet with students experiencing academic difficulties in the classroom, but students and parents are cautioned that no curricular or instructional accommodations or modifications are mandated.

### COUNSELING SERVICES

Each of the three schools has one counselor. The counselors at all levels work with both academic and personal issues. A teacher is encouraged to notify the counselor whenever he/she is concerned about a student in his/her classroom. Each counselor has specific programs related to the age and level of the child.

### ELEMENTARY COUNSELOR

The elementary counselor runs a Life Lab which students attend. The Life Lab is developed around a curriculum centering on personal issues that seem most prevalent at their age. Referrals can also be made to the counselor by the teacher. A referral form may be obtained in the elementary workroom, filled out, and placed in the mailbox of the elementary counselor.

### MIDDLE SCHOOL COUNSELOR

The middle school counsellor, in conjunction with a faculty committee, is responsible for overseeing the Team Time activities that are a part of the weekly schedule. The counselor is also available to work with students individually. The teacher may set a time with the counselor to discuss the issues pertaining to individual students in reference to academic or social issues.

### HIGH SCHOOL COUNSELOR

The high school counselor is responsible for scheduling students and working with individuals for personal and academic reasons. Teachers concerned about a student should contact the counselor.

### COLLEGE COUNSELOR

The college counselor works with students on issues pertaining to the college admission process.

### ENROLLMENT AND WITHDRAWAL OF STUDENTS:

New students will be enrolled throughout the year as their families relocate in Kuwait. Student enrollment will be completed by the admission office.

Early withdrawal from school for medical and emergency reasons will be considered on individual merit. Early withdrawal will be considered by the principal after the parents submit a written request. If permission is granted, teachers will be notified in writing by the principal. Unless so notified,

teachers should not make special arrangements with the student and parents.

In order to receive full credit for the academic year or semester, a student must complete all required course work and complete the final examination at the scheduled time. If permission is granted by the school for early withdrawal, students (and parents) assume full responsibility for completing all required work, including final examinations, as arranged with the teachers.

#### **STANDARDIZED TESTING PROGRAM:**

Standardized tests of ability and achievement are administered by members of the teaching staff. During the school year ASK will administer the Iowa Test of Basic Skills at third, fifth, and seventh grades levels. The development of a comprehensive testing schedule for the school is being developed under direction of the superintendent and principals. The PSAT, ACT, SAT and Achievement Tests, TOEFL and AP exams are administered as scheduled by Educational Testing Service. ASK will administer the EXPLORE test in eighth grade and the PLAN test in tenth grade.

### **STUDENT ACTIVITIES**

#### **AFTER SCHOOL ACTIVITIES:**

There is a firm expectation at ASK that teachers will supervise, coach and direct after school activities for students. Details are available from the activities director and the principals, under whose supervision all school activities are administered. Students who are not enrolled in after school activities are not allowed on school grounds after school.

Students remaining for after school activities must stay on campus and report to the after school activity no later than 2:45 p.m. After the activity, coaches and sponsors are required to provide direct supervision until students have left the school campus.

#### **COACHING AND SPONSORING STUDENT ACTIVITIES:**

It is the responsibility of the activities director to appoint coaches and sponsors for teacher-supervised activities. All appointments are subject to administrative approval in collaboration with building principals and the superintendent.

It is the responsibility of the Business Office, the Activities Director and the Intramural Activities Coordinators to prepare and submit a salary schedule for approval to the superintendent for coaching and activity sponsorship.

The Activities Director shall annually prepare a list of coaching and activity sponsor positions, which shall be submitted to the Business Office and the superintendent. Appointed sponsors will receive “duties and responsibilities” from the Activities Director.

Teachers will be assigned as coaches or sponsors of overlapping sports or activities only under unusual circumstances.

#### **SPECIAL SCHOOL PROGRAMS:**

The following assignments and responsibilities apply to all special programs unless otherwise specified.

##### **1. Responsibilities of the Sponsor of School Programs**

- Plan entire program with principal.
- Submit to principal, for Ministry approval, one month prior to the date of performance:

Dates of rehearsals.  
Detailed descriptions of costumes.  
Sources for purchase of materials.  
Sources for costumes.  
Program outline, including ages and names of those participating.  
Script, when used.

- Submit one week prior to the production, a copy of the program to be printed.

## 2. Responsibilities of Teachers

- Attend school programs and assemblies.
- Complete special assignments such as teacher supervision, ushering, etc, as assigned.
- Encourage audience to be courteous and attentive.

## 3. Responsibilities of Teacher Supervisors

- Patrol campus, as assigned.
- Help to keep students in assigned areas.
- Ensure that only approved guests attend and that children behave appropriately.

## 4. Responsibilities of Audiences

Those normally included in school audiences are:

- Parents
- Special guests, Diplomats
- School Administration
- Members of the Board of Advisors
- Government Officials
- ASK Students

The audience is expected to arrive on time, properly dressed, and must be courteous and attentive at all times.

## 5. Responsibilities of Students

- After performing, students will follow the instructions of their sponsor of teacher.
- After entering students must not leave the courtyard or auditorium until completion of the program.

## 6. Special Assignments

- The Activities Director maintains a calendar of school activities, and all student activities shall be entered on the master calendar.
- Use of school facilities will be scheduled by the Activities Director in collaboration with the building principal.

## **FACILITIES & SERVICES**

### *AIR CONDITIONING*

Most rooms are equipped with mini split unit air conditioners. Please adjust the thermostats to the desired temperature and leave units turned on continuously. Problems with air conditioning should be reported to the principal or maintenance director. Thermostats have been intentionally placed out

of reach of students. Please safeguard the units by preventing students from tampering with the thermostats.

#### AUDIO VISUAL SERVICES AND IT EQUIPMENT:

The American School maintains a collection of audio-visual supplies and equipment. The media centers will publish occasional announcements regarding new materials, equipment, IT hardware.

School equipment is not to be taken off campus without clearance from an administrator.

#### AUDITORIUM USE

The Fine Arts classes have first priority for the Auditorium, but the Auditorium is also used for large group activities like school assemblies and some PE sessions.

- Fine Arts will be sure that the PE department and building principals are made aware as soon as possible of their activity schedule, especially those activities that are not on or are changes to the yearly calendar.
- While Elementary PE will have access to the auditorium during their first and the last two rotations during the school year, they may be asked to move a class occasionally for Fine Arts or large group activities.
- During inclement weather, if the auditorium is not being used for Fine Arts or a large group activity, other PE classes may be held there. Because of the wear and tear on the facility, use by high school and middle school PE students should be kept to a minimum.
- PE activities in the auditorium should be modified for the facility to decrease wear and tear and protect equipment. For example, activities where anything might be thrown or kicked into the air could potentially damage equipment.

#### CLASSROOM MAINTENANCE AND CLEANING

The care of rooms and equipment is the responsibility of classroom teachers. Vigilance is required to ensure that students do not deface desks, walls and equipment. Routine maintenance is provided by custodians. Should this service be inadequate, contact your principal. Custodial service is available during the day for emergencies. It is the responsibility of the teacher to ensure that desks are cleaned after lunch and that classroom floors and hallways are free of litter.

#### CUSTODIAL AND MAINTENANCE SERVICES

The school has a custodial and maintenance staff on duty during school hours. This staff is supplemented by a group of cleaners employed on a school-year basis to assist in routine cleaning.

The cleaners work under the direct supervision of the Maintenance Director.

The school will make every effort to improve the general appearance of the school through the efficient use of the custodial and maintenance staff. Teachers can assist by:

- Teaching good citizenship, respect for property and school equipment, rules of good conduct, personal responsibility, etc.
- Maintaining neat classrooms.
- Properly supervising students both inside and outside their classrooms.
- Initiating Work Order Requests when classrooms have not been properly cleaned or maintained.
- Confining displays, posters and announcements to the designated bulletin boards or display areas.
- Put tape on walls or doors

Teachers are not to:

- Paint or mark furniture and equipment.

- Paint windows or apply adhesive papers, decals, etc.
- Make unauthorized classroom modifications.
- Remove fixtures, handles, furniture, etc.
- Paint classrooms without written approval of the building principal and business office.

Together we can maintain a clean and attractive school

### DUPLICATING SERVICES

All material to be duplicated requires principal approval. Faculty must complete the Copy Room Request form (available in office) and submit it to the principal. The faculty member's name should appear on the top of each page to be copied. Finished copies for the elementary are placed in the faculty member's mailbox, and for secondary faculty in their box in the copy room (# 322). Copies are usually returned in two days and requests for a more speedy return should be rare. Requests for an unusually large number of copies should be presented well in advance of the requested date.

In the secondary school lounge, there is a machine for teacher use, intended for emergency copies. The copy machines in the school offices, library and the data processing room are not for faculty use. Students should not use the copy machines.

### EMERGENCY WORK REQUEST

Emergency work requests are to be reported immediately to the principal and the maintenance director.

### FAX

The school maintains facsimile services for school business, but it may be used on an as-available basis by school employees. The cost for sending fax messages is KD1 per minute, as printed on the fax status report at the time of transmission. Notice of fax arrivals will be delivered to teacher mailboxes. Teachers may sign for messages and have the costs billed to salaries, or they may pay the school cashier at the time of message collection.

### HEALTH SERVICES

A registered nurse is available at school throughout the school day. A rotation schedule is administered by the two nurses so that one of them is available until the daily after school activities are over (4:15 p.m.). Matters pertaining to student health should be directed to the school nurse. Immunizations required by the School Health Department are given by the nurse with permission from the parents. Any medication required for a student during school hours should be dispensed by the nurse. The school's doctor is available 4 days a week from 9 to 12am.

### INSTRUCTIONAL BUDGET

Building Principal's are responsible for ordering and purchasing each school year. The principals, in turn, will set budget parameters for each subject and /or grade level. The building Principal's will nominate an individual in each subject / grade level to take responsibility for ensuring that they are completed and submitted within the ordering time frame. In most cases this will be ES Coordinators and Department Chairs working collaboratively with each teacher within the grade level or subject area.

1. The budget allocated is for both overseas and local purchase for the 2005 -2006 school year. Those overseas items ordered in each budget prior to the Winter Break will be ordered in bulk. Shipping costs will be covered separately and will not be included in the budget calculations. Any overseas purchases made after the deadline shipping costs will be incurred and this will be deducted from each grade level/ subject budget line.

2. The purchase orders need to be computer generated and not hand written. The “Purchase Order” (PO) template is available via the school network. (Please refer to “Accessing School Templates” Outlook memo for instructions on how to access the template. These need to be completed by teachers and forwarded to your principal. For tracking purpose it is critical that ALL sections are completed and 1-800 telephone numbers are not used.
3. The principal will allocate the PO numbers which will be coded per school and budget year to allow for better tracking.
4. Textbook needs (either replacement orders or perceived needs) should be discussed with principals. A specific textbook adoption process is in place as part of the curriculum review cycle.
5. Furniture needs (desks, chairs, tables, cabinets, lockers, file drawers, shelving, whiteboards etc.) are not included in instructional budgets. Furniture needs should be shared with the building principal to establish a separate furniture request for the school.
6. Timeframe for ordering:
  - Late October: Information to teachers.
  - November: Provisional building budgets to (produced by Principals) to Superintendent
  - Mid January: PO’s to building Principal.
  - Late January: Completed PO’s and building budgets to Superintendent then to Business Office.

#### LUNCH ARRANGEMENTS FOR TEACHERS

While most staff choose to organize their own lunch and refreshments on a daily basis, all are welcome to purchase food and drink from the food vendors on the Middle/High school campus. Cash, however, is not accepted by vendors. Food tickets should be purchased from the adjacent business office.

#### MEDIA CENTER

The high school/middle school library is available from 7:00 a.m. to 3:30 p.m. Saturday, Sunday and Tuesday for student and teacher use. Monday and Wednesday it will close at 3pm. Hours will be extended, as necessary, to satisfy the needs of the school. The elementary library will be open from 7:00 a.m. to 3:00 p.m. daily.

- The library is used on an individual study and check-out basis. Groups of secondary students are discouraged during instructional time unless accompanied by a teacher who shall be responsible for student behavior.
- Books may be checked out for a two-week period. Lost books are paid for at the prevailing price.
- Reference books cannot be checked out.
- Books and materials must be kept clean.
- All books and materials must be returned to their correct places. Misplaced books are treated as lost books, and the borrower will be liable.
- Magazines may be checked out overnight. Overnight materials are due before the beginning of first period the next day.
- Vertical file materials may be checked out overnight.
- Teachers are encouraged to use library materials to enrich their teaching.
- Therefore, books may be checked for a period of one semester. Current magazines may be

checked out overnight returned before first period the following day. Lost materials must be replaced or paid for at the prevailing cost.

- There is a photocopying machine in MS/HS library. Copies cost 50 fils per page.
- Neither food nor drinks are allowed in the library.
- Substitute teachers are not to take or send students to libraries unless previously scheduled.

### POSTAL AND CUSTOMS SERVICES

The following postal and customs services will be provided by the school:

- Letters properly stamped may be left in the mail box in the faculty room or office. Stamps may be purchased in the Business Office.
- The school will assist new teachers in clearing initial incoming shipments only. Thereafter, it will be the individual's responsibility to clear personal shipments. In cases where a customs broker is involved, the school cannot assist. The school will not assume responsibility for damage or loss when assisting with the clearance of shipments.
- Should you have a package in customs or at the parcel office when the school driver is going there, the driver may agree to pick up your package. The school will not assume responsibility for damage or loss. Same day pick-up cannot be guaranteed.

- Mailing packages from Kuwait

This information has been prepared for your convenience in mailing packages from Kuwait to the United States. The school assumes no responsibility for any changes in the following regulations by the Kuwait Government.

- Air Mail (Local Kuwait Post Office)

All packages, after being packed in a box or bag, must be wrapped in muslin (white fabric). The distance around the width plus the distance around the length must not exceed two meters. Also, the address on the package must be written in black permanent marker.

The Post Office requires completion of three forms. Packages are insurable.

- Registered mail

Letters that are properly stamped may be left in the mailbox in the faculty room, main ES/MS/HS office, or the superintendent's office. Stamps may be purchased in the Business Office. Registered mail can not be taped, only glued.

- Courier Mail (FED EX, ARAMEX, SKYNET)

Documents to be mailed by courier can be brought to the Business Office. The physical address with a contact phone number is needed. For each envelope of ½ kg or less, 10 KD will be charged either by cash to the Business Office or deducted from your ASK account.

- Book Rate Air Mail

Books must be packed in a small 3"x11" box with a hole cut in each end so postal employees can see that the package contains books. The package must weigh less than five kilos.

It is suggested that books be placed in clear plastic bags for protection before being placed in the box. Tape the box securely and address plainly with a magic marker. It is advisable to use an unmarked box.

### REQUISITION OF SUPPLIES

Purchases must have the advance approval of the principal, superintendent, business office and the signed approval of the owner. Requisitions for classroom materials are submitted to the principal on forms available in the Principals' offices.

Be specific in requests, and where possible, submit a sample. Explain how many, what kind, color, size, catalog number, author, title, publisher, copyright date, code number, and address. Annual curriculum orders from overseas vendors are submitted to principals.

Under no circumstances are teachers allowed to make individual purchases and submit a receipt for reimbursement.

### WEIGHT ROOM POLICIES

- Approved, supervised 8<sup>th</sup>-12<sup>th</sup> grade students may be in and use the weight room for the following:
  - High school PE classes
  - An after school activity with an approved supervisor
- The weight room closes to students at 4 p.m. The weight room is not open to students after school on Mondays and Wednesdays.
- All safety precautions must be followed at all times. When in the weight room, all activities are to be centered on fitness—no horseplay, etc.
- Supervisors must see that the weight room is cleaned up, the music and lights are turned off, and the doors locked when vacating.
- The weight room is to be kept locked at all times when not in use.

## PROFESSIONAL DEVELOPMENT AND CURRICULUM

### CURRICULUM DEVELOPMENT

ASK has taken comprehensive steps in the implementation of a well-balanced, child centered, and rigorous curriculum to serve as a foundation for the years ahead. The school follows an American styled curriculum, and is currently putting a great deal of work into the development of a three tiered system, briefly outlined below, which will reflect scope and sequence, outcomes and indicators for each subject at each grade level.

Curriculum Overviews: reflect a CDC – 12 synopsis of the ASK curriculum. In other words, *topics or skills* taught at each grade level in each subject area.

Curriculum Maps: Articulate content, essential questions, basic skills and assessment.

Student Outcomes: Clearly state the concepts/elements required or expected at each grade level in combination with “Specific Indicators” which articulate desired expectations – or how to determine whether the outcome has been met.

Both the Overviews and Outcomes will be available on the ASK website as they are completed and refined.

All subjects will be articulated and documented, in line with the above, within a four year curriculum review cycle adopted in the 2002/3 school year. All staff are expected to involve themselves in the ongoing development of curriculum appropriate to their subject areas/teaching responsibilities.

The superintendent works on the development of Curriculum with the assistance of a 6 member Executive Curriculum Council (consisting of 2 High School, 2 Middle School, 1 Early Childhood, and 1 Primary staff representative). Executive group members are chosen simply through their interest in, and commitment to, ongoing curriculum development. Together, this group has determined the structure of the development and documentation for ASK curriculum. The group meets on a monthly, or as needed basis, and reports on a quarterly basis to a Curriculum Council which involves grade coordinators, department chairs and administration. This process ensures a

thorough understanding of curriculum developments, and communication of all achievements and undertakings to the staff at large.

All current curriculum documents are available on Schart. Overview and curriculum maps are available on the ASK website.

### PROFESSIONAL DEVELOPMENT

At ASK we believe in supporting those of our staff who wish to continue on with their own professional learning. This is done through the...

#### Organization of internal Professional Development workshops and sharing sessions:

At appointed times throughout the year ASK staff and other professionals in the local area will share expertise.

Support to attend school selected workshops or conferences: Where local/regional events support school goals, support will be given to some staff to ensure school representation, and thus growth.

Personal Professional Development allowance: All teaching staff have a yearly allowance available to them which is reimbursed upon completion of approved courses/conferences. This allowance may be accumulated over a period of 3 years if so desired. Notice of interest forms is available on Schart.

### TEACHER SUPERVISION AND EVALUATION

The ASK evaluation process has been designed to foster and support ongoing professional development of both teachers and administrators within the school environment. In doing so, we have tried to fully articulate, and clearly clarify, areas commonly evaluated in any school setting and which can apply to all teachers – irrespective of their grade or subject specialty.

Professional growth is best achieved when self initiated, and all of us despite our years of experience and hours of devoted time, can still grow and learn. In order to accommodate and support this growth, the evaluation has been designed in four parts...

Goal Setting: This process helps individual teachers to focus on areas of interest to them in their professional growth. Assigned evaluators discuss proposed goals with individuals, offer support and then feedback regarding goal progression during the year.

Teacher Appraisal Indicators: This template is purely for teacher (and administrator) information. It clearly outlines all possible areas of responsibility, allowing teachers and evaluators to discuss and determine areas of concentration, and thus, potential strengths and weaknesses, during the school year.

Teacher Appraisal: In alliance with the indicators, this template allows evaluators to give feedback on specified areas. This will generally take place through classroom observation sessions, and will assist in helping both the evaluator and teacher to focus on various aspects of teaching within, and outside, the classroom.

Summative Evaluation: This is not a reference but an end of year report based upon the cumulative information collected by your evaluator. It should have involved regular discussion with you in regard to your goals and performance, and offer direction and advice, as well as the praise and accolades you deserve.

All forms related to supervision and evaluation are available on Schart.

## SECURITY AND EMERGENCY PROCEDURES

### CLASSROOM SECURITY

Do not leave money or valuables in your classroom. School keys are not to be made available to students. Classrooms and cabinets are to be locked when teachers are out of their room. In the case of concerns regarding valuables, teachers should report details to the respective principal and the school's Security Director.

### EMERGENCIES

Emergency drills and security concerns will be addressed as necessary throughout the school year. (Please refer to the Emergency Handbook for more details).

### SCHOOL PROVIDED HOUSING

In general, the school maintains adequate housing to accommodate married teaching couples, married teachers with non-teaching spouses and single who are overseas hired. All school provided housing has basic furniture provided by the school. School housing must be full before other arrangements can be made and will only be continued when school provided housing is full.

### GENERAL POLICIES

- As used in this policy "School Housing" means any or all school provided guarantees assignable to eligible school employees.
- Assignments of school housing is the responsibility of the Superintendent.
- School housing and furnishings are the properties of the school and are not to be changed, loaned nor sub-let by the assigned occupant(s).
- School housing is not to be assigned to or shared with non-school employees without specific approval of the Superintendent and owner.

### CABLE TELEVISION

Should you wish to have cable television installed in your apartment, it will be necessary to contact the company and make the arrangements yourself. Cable is not provided by the school. There are three major cable companies: Showtime, Orbit, and Star Select. Numbers are provided in the new student orientation package. Showtime and Star Select can be purchased in one package. Orbit is a separate company and package.

### DECORATING AND ALTERATIONS

- a) Before an employee or family member may make permanent or semi-permanent changes to the apartment or furnishings, a written request must be granted through the business office. Employees are responsible for all alterations to apartments and furnishings i.e. permanently closing balcony doors, and removing carpets. Apartments shall be painted white or beige before each new employee takes residence.
- b) No alterations are to be made by the occupant(s) such as:
  - Removal or replacement of lighting fixtures
  - Removal of doors
  - Removal or alteration of plumbing fixtures
  - Removal, exchange or alteration of furniture.

### FURNISHINGS

All furnishings shall be inventoried and stay with the apartment to which they are assigned.

### GAS CYLINDERS

Gas cylinders for your gas stove are provided by the school. When the tank runs out, inform the haras and he will bring it to your apartment and exchange it.

### HALLWAY LIGHTS

The light bulbs in the hallways between the two apartments and in all common areas are maintained by the haras.

### HOUSEKEEPING : SCHOOL RESPONSIBILITY

- The school will assist with cleaning of all stairs and landings as well as the compound area of the main teacher blocks, as necessary.
- Apartments will be delivered to employees clean and ready to occupy. When that employee leaves, the apartment, it must be clean and ready to occupy. If not, the departing employee will be billed for cleaning expenses as well as any damage, losses, or other expenses. School employees are responsible for cleaning and caring for their individual apartments.

### HOUSING COMMITTEE:

A residents housing committee is formed each year and coordinated by an administrator who in turn reports directly to the superintendent. This committee provides a vehicle for housing issues and suggestions.

### INVENTORY:

An apartment inventory must be completed annually. Residents are responsible for school provided furnishings and items not listed as disposable. Consideration is taken for normal wear and tear of these items.

### KEYS

Keys to the apartment and walk-in gates for new hires are issued on arrival. Every effort will be made to change locks on apartments for returning teachers who have changed apartment so existing keys can be used.

Keys to the apartment can be given to maids if the occupant of the apartment so chooses. These must be collected upon final departure of the teacher and returned to the maintenance director. If the occupant changes maid, the key must be also collected. Under no circumstances can walk-in gate keys be copied and given to maids or any other individuals.

### MAINTENANCE

A maintenance request form can be filled out at school and given to the maintenance department. They will fulfill the request as timely as possible. Filters to the washing machines will be replaced upon request by the occupant by filling out a maintenance request form. If maintenance requests are based on natural wear there will be no cost to the occupant.

### PAINTING

Apartment walls are to be either beige or white. Should the occupant decide to paint the walls a different color there will be a cost of 50 KD when leaving if the walls have not been returned to their original color. This covers the cost of the excess paint needed to cover the differing colors of paint. Based on the lease held by the school, the owner must have the walls be white or beige upon vacancy. Should another party wish to have your apartment without the walls being returned back to white or beige, they must sign an agreement with the school and the new occupant will be held responsible for the 50 KD cost and not the person leaving. Should they not wish to do this, the person leaving will be charged 50 KD and the walls will be painted white.

### PETS

Small pets are allowed in the school apartments, but employees are responsible for any damage done by the pet, as well as for noise, cleanup, and proper care associated with keeping the pet.

### REGULATIONS FOR OCCUPANT

Assigned occupant(s) of school housing are required to conduct themselves in such manner that no one is inconvenienced by that conduct or by the conduct of visitors, guests, pets, etc.

### SCHOOL HOUSING FOR FOREIGN HIRED EMPLOYEES

School housing units are reserved for the use of the foreign hired employees.

### SCHOOL LIABILITY FOR PERSONAL EFFECTS

The school will not assume any liability for loss of or damage to personal effects kept in school housing other than as may be provided for an applicable policy of insurance.

### SUMMER OCCUPANCY

Summer occupancy by school employees who are returning to the school for an additional school year is permitted. Any occupancy of the school apartments by other than the resident employee is prohibited.

### SWIMMING POOL

Swimming in the pool is allowed at anytime, however, tenants are asked to be considerate of others if they are using the pool in late evening. General safety precautions should always be followed. Children should not be left alone in the pool.

### TELEPHONES

Telephones are provided to occupants of school housing, but all telephone charges, which are subject to changes set by the ministry or business office, are the responsibility of the employee to whom the telephone is assigned.