

# The American School of Kuwait Middle School Handbook 2008-2009

Act with Integrity  
Strive for  
Excellence  
Think Critically

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.

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## **From the Superintendent**

Dear Families and Middle School Students of ASK,

As parents of three children, nothing was more important to Mrs. Mitchell and myself than the quality of education our children received in their elementary, middle school, and high school careers. In Middle School though, we were especially cognizant of the fact that much of the pattern for future interpersonal interaction is developed. The joy of learning must now be balanced with our relationships with others. To find that balance to be both an active learner while being a positive, contributing citizen is the challenge of the middle school years. Like all parents, I wanted my own children to learn with young people from diverse backgrounds; I wanted them to be taught by energetic, inspiring, creative teachers who cared deeply about each child's progress and development; and I wanted them to play significant roles in a school community where honesty, integrity, acceptance of others, warmth, humor, and friendship were celebrated each day. Please know that this is what I want each of you to receive each day that you attend ASK.

This handbook will allow us to effectively teach students from diverse backgrounds and will serve as a resource and reference to help you understand the rights and responsibilities you have as a member of the ASK school community. ASK students learn some of their most important lessons from the caring interaction experienced each school day. The ideals of ASK have created a shared culture of respect for and service to others.

ASK students are able to take rigorous academic courses and to participate in extra curricular activities that are not available at many other schools. In all these endeavors, ASK students are guided by faculty members who are extremely talented and productive in their fields of expertise. Faculty members are athletes, poets, scientists, musicians, authors, historians, technology experts, and mathematicians. Above all, they are dedicated mentors to their students.

I join Mr. Wael Abdul Ghafoor, our ASK owner, your Principal, Mr. David Brown, and Assistant Principal, Mr. Ty Smeins in welcoming you to the American School of Kuwait. Each student is an important part of the school and its long tradition. Welcome!

Sincerely,

Bernard A. Mitchell, Ph.D.  
Superintendent  
American School of Kuwait

## **From Mr. Brown and Mr. Smeins**

Dear Students, Families and ASK Community,

On behalf of the entire Middle School Staff, we would like to welcome you to the 2008-2009 school year. We at the Middle School look forward to guiding and helping students as they mature and grow academically, socially and physically. We welcome families, friends and the entire school community to work with us to affirm the school mission through education and communication.

The three years that students spend in middle school are challenging, stimulating and full of enriching experiences. Students in this age group are vibrant, positive and energizing. They seek to establish their individualism, yet they still require guidance and mentoring on their journey to adulthood. At ASK, we have well-trained, compassionate, creative teachers who are dedicated to providing a strong academic challenge, while at the same time developing caring citizens and leaders for the future. ASK provides a wealth of opportunities for students to succeed in the classroom and in extra-curricular activities; we hope you will take full advantage of the world-class learning environment at our school.

By reviewing the ASK Middle School Handbook you will realize that ASK is a special place. The handbook contains policies and procedures aimed at making the Middle School a safe, friendly and enriching place for young students. While we attempt to make the handbook as comprehensive as possible, situations may arise that will call for future changes. If so, you will be informed through our regularly published newsletter, "The Falcon Flyer," or through memos given to our students to take home and share.

We invite the community of ASK to join us as we strive to sustain and enhance the education program which is designed to nurture relationships, build character, develop leadership skills and promote academic excellence.

Please feel free to share any comments or concerns with us throughout the coming year. We are here to make the Middle School experience as successful and rewarding as possible for our young students.

Sincerely,

David Brown  
Principal

Ty Smeins  
Assistant Principal

## American School of Kuwait Middle School

### Owner

Mr. Wael Abdul Ghafour

### Superintendent

Dr. Bernie Mitchell

### Administration

Principal	Mr. David Brown
Assistant Principal	Mr. Ty Smeins
Arabic Principal	Mr. Fawzi Hassan
Director of Student Services	Mrs. Becky Ness

### Building Faculty

Activities Director	Mr. Fritz Cameron
Counselor	Ms. Nancy Aboul-Hosn
Secretary	Ms. Fatmah Grara
Registrar	Ms. Zein Charabati

### Core Area

#### Science

Mr. Francois McCord, Gr 6

Ms. Susan MacBeath, Gr 7

#### Math

Ms. Sonal Patel, Gr 6

Ms. Karin Valenza, Gr 7

#### Soc St

Mr. Russell Williams, Gr 6

Mr. Keith Novick, Gr 7

#### Lang Arts

Ms. Hala Al Najar, Gr 6

Ms. Denise Trowsdale, Gr 7

#### Lang Arts

Ms. Kim Comeau, Gr 8

#### Soc St

Mr. Nick Bargeman, Gr 8

#### Math

Ms. Stella Leland, Gr 8

#### Science

Ms. Cheryl Haynes, Gr 8

### Specialists

#### ESL

Mr. Rob Martin

#### Band

Ms. Ramona Friesen

#### Resource

Mr. Craig Ness

#### Choir

Mr. Don Graybiel

#### PE/Health

Ms. Stanislava Mihova

#### Drama

Ms. Christina Forgeron

Ms. Vanessa Chaperlin

#### French/ Spanish

Ms. Catherine Drouin

Mr. Joey Scott

#### Arabic

Mr. Ahmed Eshtayah

Ms. Lisa Roberts

Mrs. Hikmah Saher

Ms. Carol Porter

Mrs. Hiba Assaf

#### Library

Mr. Brad Ogasawara

Mrs. Haya Al Hajji

#### Technology

Mr. Patrick Cauley

#### Religion

Mrs. Asmaa AbuSeedo

Mr. Christina Forgeron

Mrs. Nedaa Samara

#### Art

Ms. Janna Koch

## **The Five Strategic Objectives for The American School of Kuwait are:**

1. All ASK students will demonstrate improved academic achievement in English language skills by June, 2010.
2. ASK students will demonstrate improvement in assuming respect, responsibility, integrity, and leadership by June, 2010.
3. ASK publics will demonstrate improved communication by June, 2010.
4. ASK faculty and administration will demonstrate improved integration of technology across all subject areas by June, 2010.
5. ASK governance and administration will demonstrate improved facilities by June, 2010.

## **ASK's Core Values**

### **We believe in:**

- ❖ 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

## **Code of Conduct**

As a member of the ASK community:

- I will live by its mission: to think critically, act with integrity, and strive for excellence
- 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

### **ASK Students will...**

- ❖ **Think Critically**
- ❖ **Act with Integrity**
- ❖ **Strive for Excellence**

## **GENERAL INFORMATION**

### **Campus Visitors**

The school does not encourage student visitors from other schools during instructional periods. Student visitors may be at ASK based on the approval of the principal and only in special circumstances.

### **Communication**

Communication between home and school is an important part of a student's success. Information is made available regularly to parents and students. The school calendar at the back of this handbook, the ASK website, electronic newsletter and the updated monthly calendars that come home through the Falcon Flyer are avenues we use to communicate dates for events such as concerts, progress reports, and report cards. The Assignment Book is a way parents can be in contact with a teacher on a regular basis. Teachers may also use email, phone calls, and class websites for communication also.

When a parent has a concern about their child's learning or behavior in a certain class, the individual teacher should be contacted first.

### **Deliveries to Campus**

In order to help maintain security at the gates, no deliveries are permitted between 7:30 am and 2:30 pm. Students need to bring their supplies and homework with them. Class activities involving food and/or drink must be cleared with the respective principal at least one week prior to the activity. Food deliveries are to be made before 7:30 am and stored in the classroom hosting the activity. Foods requiring chilling should be stored in one of the refrigerators on campus, and then retrieved at class time.

### **Dress Code**

The ASK Middle School has a specific dress code which meets the conservative standards of Kuwait's society and predominant culture. To maintain an academic, cohesive environment, the school has adopted the following standards for dress. Polos and fleece tops sporting the ASK logo must be purchased at the business office.

#### **All Students:**

- Navy blue or white, loose-fitting ASK polo shirt to be worn tucked in or out but not to hang below the bottom of the pockets on a student's slacks or trousers when worn properly at the waist
- A navy blue jumper with the ASK logo must be worn over the ASK polo during cold weather – ASK school jackets are permitted
- Other outerwear (gloves, non-complying jackets) must be removed upon arrival to school
- No prominent non-ASK logos

- Leather and leather-like accessories with spikes and rings are not acceptable
- Excessive or offensive jewelry is not acceptable
- Solid white or navy blue T-shirts may be worn under the approved shirt

**Boys:**

- Ankle length dress trousers of solid navy blue/black which must not be excessively baggy, have prominent zippers/flaps/pockets, be clearly sporty (such as sweatpants) or have any prominent logos
- No denim or denim-like fabric
- Boys with pierced ears must remove earrings before entering the school. Excessively long, styled or sculpted hair is not acceptable for boys.
- Capri pants are not permitted

**Girls:**

- Trousers worn by girls must meet the same standard as trousers worn by boys
- Girls may wear solid navy/black skirts which are no shorter than knee length
- All clothing must be loose fitting and modest in appearance
- Midriffs must not be showing
- Shirts must be appropriately buttoned or closed
- Capri pants are not permitted
- No facial jewelry other than moderate earrings is permitted.

Approved clothing is no longer suitable school apparel when decorated with ink marks, graffiti, decorative badges, or has holes or tattered edges.

Shoes, belts and other items should complement the dress code and all other accessories should comply with the basic navy and white theme.

**Hats:** Hats are not to be worn from 7:00 am until 2:30 pm. The only exception is during PE classes when permitted by the PE instructor.

**PE:** For physical education, all students will wear solid white or navy blue T-shirts with solid white or navy blue shorts or sports pants. Cutoffs and short shorts are not acceptable. Solid navy blue or white track suits may be worn. T-shirts may not have pictures, words, designs or non-ASK logos. PE clothing may only be worn during PE class, not before or after.

Any student not in compliance with the dress code may not be allowed to attend class and will be required to call home for proper uniform apparel. Minor dress code infractions may result in a detention.

## **English Language**

The language of the school is English. Except for Arabic and Religion classes, English is the language of instruction. Only English should be spoken in the classroom as this will promote and improve fluency. Since English is the language common to all, it is simply common courtesy to speak in English when in a diverse group even outside the classroom.

## **Final Six Weeks of School**

The difference between our ASK students eventual university acceptances over another student from somewhere else in the world can be a very small difference. The American system of education and the length of our school year allow us to provide more rigorous instruction for a longer period of time. This is one of the keys to our incredible university admission success rates by ASK graduates.

This extra focus and discipline on learning is part of what helps to separate our students from those who go to less demanding K-12 schools that basically “shut down operations” early in the month of May and have playtime until the end of the year. This is not the standard at The American School of Kuwait.

At ASK students and faculty are actively engaged in learning right until the end of the year. In addition, our Arabic students must sit for Ministry exams during the final two weeks of school in Arabic and religion and these exams are very important. This demands that we maintain not only a structured schedule but a serious learning environment for all students in the Middle School.

At ASK we believe that summer time is playtime and that the school year is to be used to its fullest!

## **Late Work Policy**

It is essential that all work is turned in on time for students to keep up to date with their studies and the pace of classes. Work turned in late will be docked points. Since different types of assessment vary in the weighting of students grades and may have a greater effect on their overall GPA, two categories and degrees of penalty for turning in work past the due date have been recognized.

### **Homework** (work conducted for skill practice; low grade weighting)

- 100% credit if submitted during class due or at end of same day at teacher’s discretion
- 50% credit if submitted the start of the next day (not next class)
- No credit afterward

### **Assignments** (work conducted to evaluated students’ skills; high grade weighting)

- 100% of grade assigned if submitted on day due
- 90% of grade if submitted on the school day after due date
- 80% of grade if submitted on the second school day after due date (next class)
- 70% of grade if submitted on the third school day after due date
- No credit afterward unless arrangements made with the teacher beforehand
- Exceptions – For assignments due just prior to the end of a quarter, teachers have the discretion to tighten this.

## **Lockers**

A hall locker is assigned to each student. Students are expected to keep all belongings in their lockers. Items left in hallways and on top of lockers will be removed and disposed of if not claimed. **Lockers must be kept locked** with a lock or the key provided by the school, and valuable items should not be left inside. The school is not responsible for items left in the hall lockers. The TEAM teacher authorizes students to use only the keys and lockers assigned to them. If a student loses the key or lock provided by the school, he or she must pay a replacement fee of 5KD to the business office.

## **Lost and Found**

"Lost and Found" items should be taken to the middle school office. Items that have not been claimed will be disposed periodically.

## **Middle School Office Etiquette**

When entering the Middle School office, students are to state their business to the secretary or wait quietly in line until they may do so. Students are not to enter other rooms in the Middle School office with prior permission from the secretary, the assistant principal, or the principal. Student must ask the secretary for any materials in the office—this includes but is not limited to paper, paint, and computer printouts.

## **Money and Valuables**

Students are advised not to bring money or valuables to school. The school assumes ***no*** responsibility for money or possessions lost or stolen on campus. Students should not, as a rule, bring to school objects of significant monetary or sentimental value. The school can assume no responsibility for the loss of such valuables.

## **Performances and Audience Etiquette**

Band, choir, drama and other performances throughout the year give our students a chance to showcase their talents as well as be exposed to different facets of the arts. Whether performing or as part of the audience, students are to behave appropriately.

Appropriate attire and behavior for performers will be addressed by the teacher or advisor. Audience members are to arrive on time, be seated quickly, listen and watch attentively, and applaud appropriately.

During after school productions, mobile phones should be turned off or switched to silent. They should not be answered during the performance. Leaving to get a drink, use the facilities, or use a mobile phone should be done during intermission.

Chaperones and other staff members attending are expected to correct students who are behaving inappropriately.

## **Report Cards**

See page 19

## **Student Files**

A cumulative file for each student is maintained in the Middle School office. These files include transcripts of credit, copies of report cards, health files, letters of recommendation or discipline, and report scores for standardized tests such as the Iowa Tests of Basic Skills. Students and parents may arrange to review their files with the Middle School counselor.

## **School Supplies**

School supplies, such as paper, pencils, and notebooks, must be provided by individual students as needed and as directed by teachers. The school will provide a list of requirements, but there may be additions as the year proceeds.

## **Telephone Etiquette**

School telephones are for school business. In cases of an emergency, (a situation that the student could not have foreseen or planned for), a student may obtain the permission of a faculty member to use one of the telephones in the school office. Mobile phones may not be used, seen or heard on campus or at off-campus events at any time between 7:00 am and 2:30 pm. See Discipline Procedures page 24.

## **Textbooks**

The school provides textbooks to students on a loan basis. Students are responsible for returning all school books in reasonable condition or to pay damage or replacement fees. A second copy of a text will be issued only when a replacement fee has been paid for the lost copy. Fees will be two times the cost of the text in order to cover all processing and shipping costs. When the fee has been paid to the business office, the student will present the receipt to the teacher in order for a replacement book to be provided. Reports will be held for any student who has an outstanding textbook fee.

## **Transportation**

Transportation of students to and from school is the responsibility of parents. Bus service is available from a private bus company, which has an office on campus. Problems with bus service should be directed to the bus company office.

Those who ride the bus will be advised on rules for behavior and are expected to follow those rules.

## **STUDENT ACTIVITIES**

### **National Junior Honor Society**

The National Junior Honor Society is an organization charged with the purpose of creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, developing character and encouraging citizenship. Membership is an honor and a responsibility. According to the *NJHS* handbook, "No student has the right to belong to the National Junior Honor Society – it is an honor bestowed by the faculty. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, character and citizenship."

NJHS students have been involved in projects such as assisting at Open House, EMAC events and Winter Song Fest, as well as organizing bake sales and rec nights to raise funds to help with other projects. In general, projects are designed to encourage scholarship and service to the community. Meetings usually take place at lunchtime and occasionally after school.

To be considered for membership, a student must first have a cumulative Grade Point Average of no less than 3.5. Students who meet this criterion are given a deadline to complete and return information forms and an essay. The Faculty Council, appointed by the principal, considers the students' written responses as well as their own knowledge of the student in and outside of class. They use this information to select students for NJHS membership. The Faculty Council may remove a student from NJHS at the end of any quarter where the student clearly no longer meets the criteria for admission. The Faculty Council members will not explain or discuss the decisions regarding any student and all decisions are final.

Questions regarding *NJHS* membership may be directed to the NJHS Coordinator or Mr. Smeins.

## **Middle School Activities**

The Middle School conducts a range of activities specifically designed for middle school students. These activities are usually conducted once or twice a week for 6-10 weeks each semester on school days. Faculty members sponsor the activities and the emphasis is on participation, enjoyment and learning new skills.

Activities previously offered have included:

Basketball (Boys and Girls)  
Soccer (Boys and Girls)  
Volleyball (Boys and Girls)  
Chess  
Science Club  
Textiles and Weaving  
Ceramics  
Roller blade Hockey  
Rock Climbing  
Drama Productions

Table Tennis  
Jazz Band  
String Ensemble  
Art Club  
Calligraphy  
Knitting and Crocheting  
Badminton  
Folk Dancing  
Gymnastics  
Student Counsel

## **Student Council Spirit Weeks**

Twice each year, one time during first semester in early November, and once in second semester in February, the Middle School Student Council will have the option of holding and sponsoring a spirit week of three-days in length. On each of these days there will be themes and students and faculty are encouraged to dress

accordingly. However, student behavior is expected to be as positive during these three-day spirit weeks as it is at any other time. Of course, the decision on whether or not to hold a three-day spirit week during a semester is contingent on positive student conduct as a whole school during the semester to date.

## **EMAC Activities**

The American School of Kuwait is a member of the Eastern Mediterranean Activities Conference (EMAC), whose athletics and activities teams travel to other countries for competition and festivals. These activities are primarily for under 16, Junior Varsity and over 16, Varsity competitions. However, some activities include middle school students as well. In addition, the middle school participates in the EMAC Middle School Sports Festival, a festival featuring events in soccer, volleyball, and basketball for girls and boys. ASK occasionally hosts groups from other countries and provides accommodations for the visiting students in the homes of our students. Although activities vary from year to year based on the interests of students and the availability of coaches and sponsors, boys' and girls' varsity and junior varsity team opportunities are usually available in: basketball, debate, forensics, performing arts, softball, soccer, swimming, tennis, track and field, cross country and volleyball.

## **Eligibility Policy**

### EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY

For the purpose of eligibility, extra-curricular activities are after-school athletics and fine/performing arts which occur more than one day a week.

Participants are required to maintain a 2.0 GPA with no failing grades. Eligibility status will be determined each quarter when report cards are issued and will be in effect for the following quarter. Fourth quarter eligibility will affect the first quarter athletics/activities of the following year. Students who are ineligible at the start of a season/activity will remain ineligible throughout the season/activity. While a student is ineligible, they are not allowed to participate in any tryout, practice, games or activities. Students must also maintain an appropriate behavior record. Excessive absences and/or disciplinary referrals may affect a student's eligibility or opportunity to travel. Prior to missing any school days, participants are responsible for the completion of a Travel Assignment Form issued by the activities office.

**Exception:** Eligibility of students preparing to travel/perform or participate in an EMAC tournament/activity hosted by ASK is not affected if the quarter ends 14 days or less before the event.

### **Student Eligibility for Co-curricular Activities, Major Tournaments and Out-of-Country Travel**

- Students suspended from school may not be permitted to participate in co-curriculum school activities, either in Kuwait or abroad.
- Students may not attend after-school activities or programs if they have been absent that day or are required to serve an after school detention during that time.
- Each athletic team member in attendance during the school day must participate in scheduled physical education classes to be eligible for sports practice that day.

- The number of school days a student may miss to represent ASK on school trips may be limited. Three trips per year is the usual limit, but consideration is given to such factors as academic standing, citizenship, special talents, and ability to contribute to proposed activities. For academic reasons, students are advised to avoid scheduling trips back-to-back.
- Each traveling team member is responsible for obtaining and submitting the necessary forms, and meeting all deadlines and requirements of the activity director, coach, or sponsor.

Included are:

1. absence and travel contract
2. field trip permission form
3. medical release
4. rules and guidelines
5. Passport

- Each team member is required to attend all classes both the day immediately before and the day immediately after each trip.
- During any trip, the American School of Kuwait rules and the rules of the host family and school are in effect and must be followed.

## **AWARDS**

### **Honor Roll**

Letter grades and GPA in the Middle School determine the Honor Roll. Students with a GPA of at least 3.35 and no grade lower than a C (73%) are placed on the Honor Roll.

### **Student of the Month**

Two students from each of the three grades are selected each month for the "Student of the Month" award. The students are selected by the teachers and recognized at a monthly assembly. Criteria are comprehensive and deal with effort, improvement, deportment, academics and citizenship.

## **STUDENT SERVICES**

### **Computers and Technology**

#### **❖ Internet**

The Internet is a powerful educational tool. As ASK, Kuwait, and the world becomes wired, the Internet will have more and more influence on education and the way we design curriculum. ASK is definitely at the forefront of integrating the Internet; however, it is common knowledge that, besides sites that are beneficial to learning, there are also sites containing material that violates commonly accepted standards of decency. ASK has created a plan to actively prevent any student from accessing such sites.

**1. Supervision:** All teachers using the Internet with their students will have the responsibility to supervise that usage and explain to their students what is and is not acceptable.

**2. Notice: "Students using the Internet must not access material that violates commonly accepted standards of decency in Kuwait. No improper language or images may be displayed or printed. Being involved in a situation in which these requirements are not followed will lead to loss of Internet use at ASK and disciplinary action by teachers and principals."**

**3. Email/chat/Personal Pages:** Use of school computers by students for email, chat or personal pages such as Facebook or MySpace is forbidden unless it is for school or academic purposes and approval has been given on each occasion by a faculty member.

**4. Personal Responsibility:** Ultimately, of course, students are responsible for their actions. It is hoped that a combination of teacher and parental involvement will eliminate any potential problems.

### ❖ **Inappropriate Use**

Students are forbidden to violate the ASK network through the use of "hacking" or other intrusive software.

## **Food and Beverage**

Food and beverages are available for purchase on campus at lunchtime except during the holy month of Ramadan. Lunches brought from home should be kept in student lockers until lunchtime. The middle school courtyard, corridors, and some classrooms are available for use during the lunch break. Middle school students are not to loiter near any high school classrooms nor in the high school courtyard.

Students are responsible for cleaning up papers, bags, drink and food containers, leftover food, etc. after eating lunch and before returning to scheduled classes.

No students are to be in classrooms at lunchtime without teacher permission. Students are permitted to purchase items from the vendors only during the school's designated lunch time, not between or during classes.

## **Health**

### ❖ **School Nurse**

A registered nurse is available at school throughout the school day. Matters pertaining to student health must be directed to the school nurse. It is extremely important that every student at ASK return the completed health file and signed medical emergency paper to the school nurse. Medical documentation should be provided after a major surgery. Medical documents may be shared with the principals and teaching staff involved with the student in order to provide the best possible care.

Students must obtain a pass from their classroom teachers before reporting to the nurse's office. This is true for lunch and passing periods also.

All medication that a student should take while at school must be accompanied by a written note from a doctor or parent and given to the nurse to be administered

by her. The medication should include the student's name, dates and times to administered and dosage. **No medication of any kind is to be self administered by the student.** All medicines needed by a student during school hours must be taken under the direction of the nurse. Students may not carry medicines with them during the school day. Immunizations required by the School Health Department are given by the nurse with permission from the parents.

### ❖ **Illness At School**

When ill, students will be sent to the nurse's office by a teacher and the nurse will determine the nature and degree of illness and the course of action to be followed. The nurse will notify the principal's office if a student is to be sent home. When the nurse or the principal determines that a student is to be sent home for illness, parents will be asked by telephone to come to school to take the student home.

### ❖ **Accidents And Injuries**

Injuries that occur at school must be reported to the nurse. **STUDENTS MUST NOT ATTEMPT TO MOVE ANYONE WHO CANNOT MOVE HIM/HERSELF** but must get the nurse, principal or a teacher to help. Students injured at school should receive first aid from the nurse or other qualified staff members.

### ❖ **Emergency Procedures**

Evacuation, Stay in Place, and Safe Haven procedures have been developed in case of emergency. Students are expected to follow these procedures as instructed and as practiced during drills.

## **Media Services Center**

Teachers and students may use the school library on school days from 7:00 am to 3:30 pm, Saturday, Sunday, and Tuesday, and until 3:00 pm on Mondays and Wednesdays. During Ramadan the hours and days may change. The library may be used by individuals or classes for research, study, and book checkout. Books may be checked out for three weeks and may be renewed if another student has not requested them. Students may check out as many as four books. Reference books will not be checked out but are available for use in the reference area of the library.

While in the library, there may be no more than four students per table unless the teacher specifies otherwise. Students are expected to quietly read or study. No eating or drinking is permitted in the library. Keep the library clean.

### ❖ **Student ID card**

Each student will be issued a student ID card at the beginning of his/her enrollment at ASK that is used to check out materials. Students should check to see that the spelling of their names matches their passports. The replacement fee of 1 KD will be charged for lost cards.

### ❖ **Overdue Books**

Students are to return books by the due date. Students with overdue books are not eligible to check out library materials or receive report cards.

### ❖ **Loss of Books and Other Materials**

If a book or other library material is lost, the person to whom it is checked out must pay for its replacement at a fee of two times the cost to compensate for

processing and shipping. Progress Reports and Report Cards may be withheld from any students who have overdue books or unpaid book replacement charges.

### ❖ **Photocopying**

The library photocopier is available for copying library material at a cost of 50 fils per copy. Students may make individual copies only.

### ❖ **Computers**

The library has student computers for data base research, card catalog, word processing and Internet. Students are forbidden from changing any computer setting that has been configured for optimal use. See the Computer and Internet policies page 15 for appropriate computer and internet use.

## **STUDENT LEARNING AND ASSESSMENT**

### **Grading Policy**

Grades are earned by students and reflect not only their abilities but their diligence and integrity in pursuing their education. ASK teachers use fair assessment practices while maintaining high standards. We recommend parents help students monitor their achievement in school. The Assignment Book is one way to monitor student progress. Individual teachers also may communicate through class websites, email, reports, or returned assessments.

### ❖ **Reporting Process**

Evaluation of student progress by members of the faculty is a continuous process. Teachers, in evaluating student achievement, may assess classroom participation, homework, presentations, quizzes, tests, projects, portfolios or use other assessment tools.

### ❖ **Letter Grades Used at ASK**

**A** Excellent comprehension and application of all material. Scholarship exceeds teacher expectations.

**B** Above average comprehension and application of all material. Consistently outstanding work in all areas. Scholarship is accurate and complete.

**C** Average comprehension and application of all material or above average in some areas and below average in others. Work in general is of medium quality. Scholarship may be strong in one area and weak in another.

**D** Comprehension and application of most material barely meets minimum teacher expectations. Work in general is of less than medium quality. Scholarship is weak in most areas. Assignments may be missing.

**F** Failure to comprehend or apply most of the material presented. Scholarship is weak in all areas. Work in general does not meet the minimum requirements of the teacher. Assignments may be missing.

**I** A temporary grade indicating that work to be evaluated has not been completed by the student. If required work is not completed within a reasonable period of time, this grade becomes an F.

### ❖ **Grade Point Average Chart**

POINT RANGE	GRADE	GPA
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<b>93-100</b>	<b>A</b>	<b>4.0</b>
<b>90-92</b>	<b>A-</b>	<b>3.7</b>
<b>87-89</b>	<b>B+</b>	<b>3.3</b>
<b>83-86</b>	<b>B</b>	<b>3.0</b>
<b>80-82</b>	<b>B-</b>	<b>2.7</b>
<b>77-79</b>	<b>C+</b>	<b>2.3</b>
<b>73-76</b>	<b>C</b>	<b>2.0</b>
<b>70-72</b>	<b>C-</b>	<b>1.7</b>
<b>67-69</b>	<b>D+</b>	<b>1.3</b>
<b>63-66</b>	<b>D</b>	<b>1.0</b>
<b>60-62</b>	<b>D-</b>	<b>0.7</b>
<b>59 - BELOW</b>	<b>F</b>	<b>0.0</b>

### **Progress Reports**

Progress Reports are sent home with students at the mid-term point (usually 4 1/2 weeks after the start of a new grading period). These progress reports are used by teachers to inform parents of student performance and attitude. Parents are invited to make appointments with teachers to discuss their concerns. Students will receive a rating of 'Commendable', 'Satisfactory', 'Needs Improvement' or 'In Danger of Failing' on their mid-quarter Progress Report together with a specific comment related to that subject. This report is intended to provide a guide to students and parents regarding the student's progress at that time.

Two bond paper copies of every Progress Report are sent home. They are never photocopies. One copy is to be signed by the parent to indicate that it has been received by that parent and returned by the student to the TEAM teacher no later than three days after it has been sent home.

If the student has outstanding fines due, or if there is an unpaid business office bill, no reports will be sent home until they have been satisfied.

If a student has not brought a report card or progress report home at the announced time (see school calendar), it is the parent's responsibility to notify the school.

### **Report Cards**

Formal grades are reported to parents four times during the school year at the end of each quarter and a progress report of a more general nature is sent home at the middle of each quarter.

Two bond paper copies of every Report Card are sent home. They are never photocopies. One copy is to be signed by the parent to indicate that it has been received by that parent and returned by the student to the TEAM teacher no later than three days after it has been sent home.

If the student has outstanding fines due, or if there is an unpaid business office bill, no reports will be sent home until they have been satisfied.

If a student has not brought a report card or progress report home at the announced time (see school calendar), it is the parent's responsibility to notify the school.

### **Middle School Academic Promotion Policy**

Any student who has a cumulative average at the end of the academic year of below 1.5 or has a year end average of F in any two cores has not fulfilled the academic requirements for successful completion of the grade level.

1. A student who has a 2.0 or below on a report card will be given a letter which must be returned signed by his/her parent discussing the school's concern over his/her grades and the school policy and procedure concerning continual low academic progress.
2. When a student is found in academic difficulty, a Student Action Plan meeting involving the parent, student, core teachers, and counselor will be scheduled.
3. Students who receive academic warning letters may be reviewed as necessary by the administration.

While we recognize that flexibility and understanding are a necessary part of Middle School philosophy, we also know the importance of maintaining high academic standards so the students are prepared to meet the challenges in high school.

### **Academic Honesty**

Academic honesty is the moral cornerstone of ASK's academic life. Each student is responsible for submitting his or her own work and giving credit to others where it is due. Commitment to academic honesty is an outgrowth of three virtues that are articulated in our Code of Conduct: to strive for excellence, act with integrity, and think critically. Academic dishonesty in all its guises violates each of these precepts.

#### **WHAT IS ACADEMIC DISHONESTY?**

ACADEMIC DISHONESTY occurs when students obtain or assist others in obtaining credit for work that is not their own. It is any form of cheating that uses deceit to misrepresent what an individual actually knows or is able to do in order to complete an assignment or test. **The appearance of cheating is treated as cheating.** Forms of academic dishonesty may include, but are not limited to, the following:

- Copying information from another person's assignment, test, or quiz;
- Allowing a student to copy from one's assignment, test, or quiz;
- Communicating with another student during a test or quiz;

- Receiving information about an assignment, test, or quiz that has not been released by the teacher;
- Using unauthorized notes including, but not limited to, invisible ink, cheat sheets, writing on one's hand or arm;
- Using unauthorized devices including, but not limited to, mobile phones, iPods, and cameras;
- Removing examinations or parts of examinations without the knowledge or consent of the teacher;
- Stealing or accepting stolen copies of tests and/or answer keys;
- Submitting falsified information for grading purposes;
- Changing answers when self-correcting work;
- Calling in sick or otherwise avoiding a deadline, test, or quiz date;
- Plagiarism;
- Altering a teacher's grade book;
- Using professional help such as an author, expert, tutor, or purchased service in violation of guidelines established by the teacher;
- Submitting a paper or project which is not the student's own work;
- Any other violation intended to obtain credit for work which is not one's own.

PLAGIARISM is the act of taking and using as one's work another's published or unpublished thoughts, ideas, and/or writing. This definition includes computer programs, drawings, artwork, music, and other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but not be limited to, the following:

- Failing to cite with quotation marks the written words or symbols of another;
- Failing to cite the author and sources of material used in a composition;
- Failing to cite research materials in a bibliography or works cited;
- Failing to name a person quoted in an oral report or presentation;
- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, and other projects;
- Copying or paraphrasing ideas from research, literary criticism, or study aids without documentation.

It is the responsibility of students and staff members to help maintain scholastic integrity at ASK by refusing to participate in or tolerate academic dishonesty. It is the expectation that students will understand and subscribe to academic integrity and that they shall be willing to bear individual responsibility for their work.

#### WHAT ARE THE CONSEQUENCES OF ACADEMIC DISHONESTY?

The most important consequence of academic dishonesty is the damage it does to your character, self-respect, and reputation. ASK staff is responsible to report all instances of academic dishonesty to the administration. As well, teachers are responsible for bringing all instances of academic dishonesty to the student's parents. Where there is a pattern of academic dishonesty, the administration will notify the student's other teachers. In addition, students who cheat will have the following consequences:

On Homework Assignments: Depending on the teacher's instructions, it is sometimes acceptable to work with another, but is never acceptable to copy another's work. Allowing another student to copy your work is also an instance of academic dishonesty. Academic dishonesty on homework will result in the grade of zero for all involved. The teacher may require the student to make up the work for no or limited credit.

On Tests/Quizzes: All students involved in acts of academic dishonesty or in assisting others in those acts on tests or quizzes will be assigned a grade of a zero for the work. If academic honesty is suspected, the teacher may require the student to take a repeat test or quiz to refute the suspicion. Teachers have the discretion to allow up to half credit for alternative tests or quizzes following an incident.

Written Work or Projects: All incidents of plagiarism will result in the grade of a zero, including "accidental plagiarism" or "plagiarism by ignorance." Students are expected to use MLA format for citation of all written work and follow all teacher instructions regarding creative projects. As well, all written work should be submitted on Turnitin.com.

#### WHAT OTHER CONSEQUENCES ARE THERE FOR ACADEMIC DISHONESTY?

The school administration reserves the right to instill further consequences for repeated incidents of Academic Dishonesty. As well, engaging in dishonest behavior will affect your ability to apply for leadership positions such as STUCO, NHS, and Senior Council, as well as affecting your recommendations to university.

#### ❖ **Assignment Books**

To assist Middle School students in their organization, assignment books will be supplied to each student at the commencement of each quarter. **Students must bring their assignment book to every class and use it to record assignments.** If the student loses the assignment book, he/she will be required to purchase a replacement in the Middle School office at a cost of 1KD. Parents are requested to closely monitor the use of these books.

The assignment books are very valuable for communication between teacher and parent. When teachers write a note to the parents in the assignment book, students must have a parent sign it to indicate that the parent has received the message. Parents are also encouraged to communicate with teachers as often as necessary through the assignment book. It is expected that students will take the assignment book home each evening to help facilitate communication between home and school.

## **STUDENT BEHAVIOR**

### **Attendance**

#### ❖ **Tardies**

Students are to be seated in the proper classroom and prepared to receive instruction when class starts each period. When a student is late for class because of business with a teacher or the school office, the student must bring with him/her

a note from that teacher or the office explaining the late arrival. Tardiness to class results in detentions assigned by the teacher.

**Students who arrive at the school gate later than 7:30 must go to the Middle School office for a pass to enter the class in progress. Frequent tardiness to school will result in detention and possibly suspension.**

### ❖ Absences

The satisfactory completion of a year's academic work requires regular attendance to all classes. It is expected, except in the event of illness or emergency, that a student will attend all classes each school day.

If a student is absent, it is the student's responsibility to contact all teachers and make arrangements to complete work missed. **Students may not enter campus nor attend after-school activities or programs if they have been absent that day.**

Parents are requested not to schedule vacations or trips for a student that extend into school time or remove students early for the summer. When such decisions are unavoidable, parents must notify the school in writing prior to the absence so that arrangements can be made. Extended absences may result in a reduction in grades.

When it becomes necessary for a student to withdraw from school prior to the end of a semester, parents are asked to notify the school at least a week in advance to make necessary arrangements. Students are issued grades up to the time that they leave.

### ❖ After School

Students are to return home directly after school. They may not remain on campus unsupervised and should be off campus by 2:45 pm unless they are under direct supervision of a faculty member. Students who are participating in a supervised after-school activity must be with the supervising teacher by 2:45 pm and remain with the supervisor until the activity is over. Students are then to immediately exit the campus.

## School Standards

The intent of school rules is to ensure common decency and courtesy and to protect the rights of each student in the pursuit of an education free from disruption or inconvenience. Consideration has been given to the laws and customs of our host country in the formulation of school standards and rules. The primary responsibility for a student's behavior rests with the individual student, and the primary responsibility for ensuring that students are responsible and accountable rests with the school faculty. When minor infractions of school rules persist or major violations occur, the middle school administration will become involved.

### ❖ Discipline

The Middle School has high expectations for its students both academically and with regard to their conduct. The purpose of our Middle School discipline policy and procedures is to help students develop a sense of responsibility, self-discipline, integrity and respect for themselves and others. Respect for authority, a high

regard for achievement, and a sense of responsibility and order are essential to the maintenance of an orderly process of education. It is imperative that both students and their parents fully understand the procedures that operate in the school if a student violates any area of the conduct code.

Students must understand that both in school and life they will be held accountable for their behavior. They must also understand that there are consequences for misbehavior. Any ASK faculty may choose at any time to assign consequences if a student's behavior is deemed inappropriate.

Any indecent or discourteous act is inappropriate behavior and any action inside or outside the classroom that interferes with another student's education or well being will be considered a violation of school rules.

The following list of unacceptable actions is provided as a guide but is **NOT** intended to be a complete list. Each student is responsible for evaluating the appropriateness of and to be accountable for all of his/her actions.

- Academic Dishonesty, or the appearance thereof (Will result in academic penalty)
- Disruptive behavior in classrooms, hallways, buses, the courtyard, playing fields, etc.
- Violation of the school dress code
- Destruction or defacing of school property or the personal property of another student
- Stealing
- Lying
- Forgery of or on any school document
- Fighting, bullying, or sexual harassment on or near the school grounds or while being transported to and from school
- Publicly displaying affection
- Absence from a class without a valid excuse (May result in academic penalty)
- Eating during class without teacher's approval
- Chewing gum
- Failure to follow directions of or show respect to teachers, counselors, principals or other members of the school staff
- Entry into the faculty room, faculty restrooms, or copy office
- Accessing inappropriate sites and/or material on the Internet, or otherwise misusing school computers or the network
- Possession or use of tobacco or other unauthorized substances on or near the school or when being transported to or from school
- Possessing a weapon on campus or during school time or using any item as a weapon
- Endangering the safety of others
- Misuse of technology (see below)

### ❖ **Technology and Discipline**

The school recognizes the continual and rapid changes in access and use of technology by students. School policies must evolve in order to maintain the integrity of the learning environment. Present policy includes:

- The use of radios, CD players, or MP3 players is prohibited between 7:00 am and 2:30 pm unless specifically permitted by a teacher for a class activity. These may be confiscated if observed.

- As per the Internet policy on page 15, email/chat are not to be used on campus.
- The school takes no responsibility for the offensive use of email/chat, mobile, or any other technology outside of school.
- Cell phones used or observed between 7:00 am and 2:30 pm **will be** confiscated.
- If a cell phone is observed or heard by a faculty member, the following consequences will apply:
  - On the first offense, the cell phone, including SIM card, will be confiscated and held in the office. It will be returned to the student after a detention has been served. The student's parents will be informed of the incident and of the consequence of a second offense.
  - On the second offense, the cell phone, including SIM card, will be held by the office for a period of one week before being returned to the student's parents.
  - A third offense will result in more severe consequences as determined by the school administration.
  - If a cell phone is involved in a case of academic dishonesty, the phone and SIM card will be held pending a parent conference.

### ❖ **Disciplinary Procedures**

The purpose of ASK disciplinary procedures is not to simply punish but primarily to change behavior.

The range of disciplinary measures and consequences that may be employed to motivate a change in negative habits and behavior are as follows:

- **COUNSELING:** by teachers, grade coordinators, the counselor, the learning support team and/or the administrator.
- **PARENT CONTACT:** by phone or written communication (note in the assignment book, email, or letter). A parent conference may be requested.
- **DETENTION:** to be held at lunch or after school from 2:40 p.m. to 3:40 p.m.
- **SUSPENSION:** in school, resulting in exclusion from classes and additional school sponsored activities. All homework and class work will be done in the office. The format of the work may be changed to suit the changed location. There will be no special accommodations by teachers.
- **SUSPENSION:** out of school, for the most serious infractions.

- **SATURDAY SCHOOL:** to operate for three hours in the morning from 9 to 12 am. Students will report to the middle school office, in school dress code, prepared to do school work.

## **Some of the interesting changes you see in your middle school child may be:**

### **Physical**

- May experience irregular growth spurts
- May experience restlessness and listlessness
- Mature at varying rates
- May be confused and self conscious with body changes

### **Intellectual**

- May be highly curious
- May be unorganized
- Prefer active over passive learning
- Tend to be egocentric
- Becoming more reflective in their thinking

### **Psychological**

- May be erratic and inconsistent in behavior
- Generally highly sensitive to criticism
- May be moody, insecure and self-conscious
- May be strongly grade and task oriented
- Are searching for identity and acceptance of peers
- Are generally optimistic and hopeful

### **Social**

- May challenge parents and authority
- Are loyal to peer group values and peers; generally strive to conform
- May be confused and frightened by new school/social settings

## **Daily Schedule** (Alternate A and B days)

<b>Period 1/5</b>	<b>7:30 – 9:00</b>
<b>Period 2/6</b>	<b>9:10 – 10:40</b>
<b>Lunch</b>	<b>10:40 – 11:20</b>
<b>Period 3/7</b>	<b>11:20 - 12:50</b>
<b>Period 4/8</b>	<b>1:00 – 2:30</b>

### **Ramadan Schedule**

#### **Period**

<b>1/5</b>	9:00 – 10:10
<b>2/6</b>	10:20 – 11:30
<b>lunch</b>	11:30 – 12:00
<b>3/7</b>	12:00 – 1:10
<b>4/8</b>	1:20 – 2:30

#### **Alternate:**

**"A" day – periods 1 – 4**  
**"B" day – periods 5 - 8**

### **A/B Day Schedule**

#### **Period**

<b>1</b>	7:30 – 8:55
<b>2</b>	9:05– 9:40
<b>3</b>	9:50 – 10:25
<b>4</b>	10:35–11:10
<b>lunch</b>	11:10 – 11:40
<b>5</b>	11:40 – 12:15
<b>6</b>	12:25 –1:00
<b>7</b>	1:10 – 1:45
<b>8</b>	1:55 – 2:30

## **Assembly Schedule**

### **Period**

<b>1/5</b>	7:30 – 7:40
<b>Assembly</b>	7:45 – 8:45
<b>1/5</b>	8:50 – 9:55
<b>Break</b>	9:55 – 10:10
<b>2/6</b>	10:10 – 11:25
<b>3/7</b>	11:30 – 12:45
<b>Lunch</b>	12:45 – 1:15
<b>4/8</b>	1:15 – 2:30

**School calendar replaces this page**

## **ADMISSION POLICY**

Parents who wish to enroll their child in the American School of Kuwait must complete an application form that is available in the admissions office. The student must also complete an Admissions Test. It is administered according to the grade level that matches the placement of the child. This Admissions Test cannot be given until all necessary previous school records and a birth certificate are provided. The school's administration will evaluate the applicant's previous school records and review the results of the admission test to determine whether admission is in the best interest of both the school and the child.

The school's administration will determine the need for further information. It may be necessary for a parent interview in making a final determination of admission.

Students required to repeat a grade level will not be re-enrolled if they do not successfully complete the repeated grade. If acceptable academic gains are not attained within a two year period the student will not be re-enrolled the following year at ASK.

**1. English Language Proficiency:**

English language proficiency in listening, speaking, reading, and writing is a consideration in determining admission to the American School of Kuwait. The age and aptitude for second language acquisition are factors taken into consideration for admission of non-native English speakers. Placement of a student in an English as a Second Language (ESL) program may be a contingency upon which admission is granted.

**2. Notification of Admission:**

When a student's file is complete and payment of all necessary school fees has been made, the school will notify the parents regarding the admission decision of their child.

**3. Admission Priority:**

Students are admitted on a space available basis. When more students seek admission than can be enrolled, the criterion for giving admission priority to each student is as follows:

- Students who qualify for admission and who are sponsored by a U.S. company or organization will be given highest priority.
- Students who are American citizens having at least one parent who is a U.S. citizen and have a sibling or siblings in the school.
- Students who are American citizens having at least one parent who is a U.S. citizen.
- A non-American citizen having a brother or sister in the school.
- A Kuwaiti national.
- A non-American citizen from another country.

**4. Documents Required:**

The following documents are necessary for each student's cumulative file:  
(A FILE MUST BE COMPLETED BEFORE THE STUDENT ATTENDS CLASS.)

- Two recent passport size photos.
- Copies of previous school records, including the most recent report card.
- Copies of standardized test scores.
- A clear copy of the passport information pages for each student and their father or guardian.
- A copy of the Birth Certificate.
- The Family Information sheet (available in the elementary school registrar's office).
- Two completed buff-colored Enrollment Forms: one in English and one in Arabic.
- Copies of the Residence Permit and the Civil I.D. card for each student and his or her father or guardian as soon as they are issued by Kuwait authorities.
- For students transferring to ASK from another school in Kuwait, a completed transfer certificate is necessary. This may be obtained from the student's previous school.

**5. Student Health Records:**

- BCG card or proof of PPD (Tuberculosis Skin Test) and a physical fitness card.
- Copies of the student immunization record from birth until present.
- A student health file that is available at the Middle School Nurse's Office.
- A medical release form is also available from Elementary School Nurse.



## **PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT**

It is our firm belief that our school and our students will be best served when we work together in the form of a cooperative triangle: students, parents, and school.

At the American School of Kuwait, we expect our parents to assist us in the education of our students. Some of the ways that parents can assist us and what we expect from parents are listed below:

- Ensure that your child arrives at school on time each day.
- Send your child to school in a clean uniform each day.
- Ensure that your child gets plenty of rest each night (8 to 10 hours)
- Provide classroom supplies and re-supply them as needed.
- Guide your child with his or her nightly homework. **DO NOT** do it for them. Give them a chance to try the homework and then assist him or her with it.
- Provide a quiet place and set a time each night for your child to do his/her homework.
- Pick your child up promptly after school or after activities each day.
- Read this Middle School Handbook with understanding, especially sections on dress code, attendance and academic honesty.
- Have reference books, reading books and a dictionary available in your home.

- If you have concerns about your child, first consult with the teacher, then the counselor, and/or principal, if needed. If you are not satisfied, then the Superintendent may be consulted.

**Parents and Students – Please retain this copy in the Handbook for your reference.**



## **PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT**

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- Pick your child up promptly after school or after activities each day.
- Read this Middle School Handbook with understanding, especially sections on dress code, attendance and academic honesty.
- Have reference books, reading books and a dictionary available in your home.
- If you have concerns about your child, first consult with the teacher, then the counselor, and/or principal, if needed. If you are not satisfied, then the Superintendent may be consulted.

## **Code of Conduct**

As a member of the ASK community,

- I will live by its mission: to think critically, act with integrity, and strive for excellence
- 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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (printed): \_\_\_\_\_

Student's Grade: \_\_\_\_\_

**Parents and Students – Please sign this copy, remove it from the handbook, and return it to the TEAM teacher by 11 September, 2008.**