

The American School of Kuwait Middle School Handbook 2009-2010

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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ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

TABLE OF CONTENTS

Introduction	4
Letter from Superintendent	4
Letter from Principal and Assistant Principal	5
Letter from MS Guidance Counselor.....	6
Administration and Faculty	7
ASK Strategic Objectives	8
Core Values	9
Code of Conduct	9
Student Learning and Assessment	10
• Communication	10
• Agenda Books	10
• Homework.....	10
• Reporting Process	11
• Report Cards	11
• Progress Reports.....	11
• Middle School Semester Exams.....	12
• Student Files.....	13
• The Final Six Weeks of School.....	13
Academic Policies	13
• Middle School Academic Promotion Policy	13
• Grading Policy.....	14
• Late Work Policy	15
• Academic Honesty.....	15
Student Expectations	17
• School Standards	17
• Attendance	17
• Tardies.....	17
• After School.....	18
• Student Supplies	18
• Textbooks	18
• Lockers	18
• Dress Code.....	18
• English Language.....	20
• Middle School Office Etiquette.....	20
• Performances and Audience Etiquette.....	20
• Telephone Etiquette	20
Student Behavior Policies	21
• Discipline.....	21
• Bullying	22

• Technology and Discipline.....	22
• Disciplinary Procedures.....	23
Student Recognition.....	23
• Honor Roll	23
• Student of the Month	24
• Administration Award	24
General Information.....	24
• Campus Visitors	24
• Deliveries to Campus.....	24
• Lost and Found	24
• Money and Valuables	24
• Transportation	25
Student Activities	25
• National Junior Honor Society	25
• NJHS Spirit Weeks.....	25
• Middle School Activities.....	26
• EMAC Activities	26
• Eligibility Policy	26
Student Services.....	27
• Computers and Technology.....	27
• Food and Beverage	28
• Health	28
• Media Services Center	29
Admissions Policy	30
Daily Schedules	32
2009/2010 School Calendar	33
Parent/Student Acknowledgement.....	34
• Parent copy	34
• School copy (sign and return)	inset

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, Ms. Christina Forgeron 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 Ms. Forgeron

Dear Students, Families and ASK Community,

On behalf of the entire Middle School Staff, we would like to welcome you to the 2009-2010 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

Christina Forgeron
Assistant Principal

From Mrs. Aboul-Hosn

Dear Parents,

I am pleased and excited to be here for you and your child as the MS Counselor. My goal is to help students succeed in their academic and personal lives. This help is provided in many ways and offers a confidential environment where students can explore solutions to their problems. Some concerns students may come and see me for are classroom concerns and academic motivation, self concept issues, conflict resolution, and peer/friendship issues. Also, as your child's counselor it is my job to assist parents and teachers in helping children with their needs.

As a parent, you must be aware that during the middle school years your child will begin the transition from childhood to young adulthood. Some of the interesting changes and characteristics you see in your middle school child may be:

- A new found intellectual curiosity, an ability to deal with symbolic ideas and abstract concepts.
- Loyalty to peer group values and peers; generally strives to conform.
- May be confused and self-conscious with body changes.
- The need to assert his/her autonomy and independence, often exhibiting a resentment of and resistance to adult authority.
- Possesses extreme idealism, highly curious but unfortunately often times unorganized.
- Struggles with turbulent emotions, may be moody, insecure or self conscious. Generally highly sensitive to criticism.
- Prefer active learning over passive learning.

At ASK we encourage communication between home and school. Please feel free to contact me with any questions or concerns via email or phone. I am also available to meet with you between the hours of 7:00am-3:00pm.

Wishing you a fantastic year,

Nancy Aboul-Hosn
Middle School Counselor

American School of Kuwait Middle School

Owner

Mr. Wael Abdul Ghafour

Superintendent

Dr. Bernie Mitchell

Administration

Principal	Mr. David Brown
Assistant Principal	Ms. Christina Forgeron
Arabic Principal	Mr. Fawzi Hassan
Director of Student Services	Mrs. Becky Ness

Building Faculty/Staff

Activities Director	Mr. Fritz Cameron
Counselor	Ms. Nancy Aboul-Hosn
Secretary	Ms. Farah Annous

Teachers

Core Area

Subject	6	7	8
Science	Mr. McCurdy	Mr. Rudisi	Ms. Haines*
Math	Ms. Patel	Mr. Van der Molen	Ms. Smith
Social Studies	Mr. Martin*	Mr. Novick*	Mr. Bargeman
Language Arts	Ms. Al-Najar and Mrs. Williams	Ms. Farish	Mr. Kooienga Ms. Comeau

Specialists

Subject	Teacher	Subject	Teacher
ESL	Ms. Leininger	Art	Ms. Oastler
Resource	Mr. Ness	Band	Ms. Michie
PE/Health	Ms. Mihova Ms. Chaperlin* Mr. Scott Ms. Roberts	Arabic	Mr. Eshtayah Mrs. Saher Mrs. Assaf Mrs. Al Hajji
Library	Mrs. Williams	Choir	Mr. Graybiel
Technology	Mr. Gill Ms. Best	Religion	Mrs. AbuSeedo Mrs. Samara
Drama	Mr. Kooienga	French/Spanish	Ms. Salamanca

*Grade level coordinator

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**

Student Learning and Assessment

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 and Weekly Messenger, 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 Agenda Book is a way for parents to be in contact with teachers on a regular basis. Teachers may 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.

Parents must provide the Middle School office and their child's grade coordinator with accurate phone numbers and email addresses. Please advise of changes that occur.

Agenda Books

To assist Middle School students in their organization, agenda books will be supplied to each student at the commencement of the school year. **Students must bring their agenda book to every class and use it to record assignments.** If the student loses the agenda book, he/she will be required to purchase a replacement in the Middle School office at a cost of 5KD. Parents are requested to closely monitor the use of these books.

The agenda books are very valuable for communication between teacher and parent. When teachers write a note to the parents in the agenda 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 agenda book.** It is expected that students will take the agenda book home each evening to help facilitate communication between home and school.

Homework

At the American School of Kuwait we believe that homework is an essential part of a child's education.

What are the objectives of homework?

- a) To improve and increase student understanding of the subject
- b) To practice the skills taught in the classroom
- c) To reinforce the content taught in the classroom
- d) To develop learning habits and time management skills
- e) To inform parents of what is going on in the classroom

According to research, students will put time and effort into homework when:

- a) they perceive the quality and value of the homework to be stimulating.

- b) they experience success on other assessments as a result of completing homework.
- c) they perceive that parents value the subject.
- d) they believe that they will receive higher grades as a result of putting effort into their homework.

How much homework should students be completing on a daily basis?

This is a difficult question to answer because some students may work faster or slower than the average student. However, a general guideline for middle school would be one to two hours of homework per night. Even if homework is not assigned, students can be reading and reviewing previously learned material.

Homework Policy (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
 - 60% credit if submitted the start of the next day (not next class)
 - No credit afterward
- *Some exceptions apply

Assignments (work conducted to evaluate skills; ex., projects)

- 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.

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. Each department, from Grades 6-12, uses the same grading policy.

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 Homeroom 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.

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:

- Excellent – Above grade level
- Very Good – At grade level
- Satisfactory – Approaching grade level standards
- Is in danger of or is currently failing – below grade level standards

This report is intended to provide a guide to students and parents regarding the student's progress at that time. Teachers may, at their discretion, send a "detailed progress report" (DPR) home at any 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 period A1 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 Semester Exams

Students at ASK will compete for the limited number of spots in the great universities of the world. To be able to do so, students must learn to prepare for and write exams well. To this end, at ASK we initiate student involvement in exams in the Middle School. The rigor of the exam increases as students progress through Middle School so that by the time they enter High School, they are fully prepared to learn at the level necessary to prepare them for the best universities in the world.

In January and June, students will write semester examinations in Language Arts, Social Studies, Science, Math, Arabic and Religion. The exams will be scheduled for 90 minutes and there will be two exams scheduled on each exam day. Each exam will cover the material for one semester.

The first exam will start at 8:00 and end at 9:30. The second exam will start at 10:00 and end at 11:30. At the end of the second exam, students are expected to leave the campus and return home to study for their next exams.

It may be impossible for some middle school students to go home at 11:30; therefore, some students may request, and be granted, special permission to remain on campus until 2:15, during which time the school will provide a supervised study hall.

- 6th grade - Finals are worth a maximum of 10% of the semester grade.
- 7th grade - Finals are worth a maximum of 15% of the semester grade.

- 8th grade - Finals are worth a maximum of 20% of the semester grade.

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.

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. All Middle School students will complete semester exams during the final two weeks of school. In addition, our Arabic and Muslim students must sit for Ministry exams 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!

Academic Policies

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 future challenges.

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 agenda book is one way to monitor student progress. Individual teachers also may communicate through class websites, email, reports, or returned assessments.

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
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0

70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
59 - BELOW	F	0.0

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.

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' attention. 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." 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 NHS and extra curricular activities..

Student Expectations

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.

Attendance

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.

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 missing valuable learning time.

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. Any unapproved tardy after 8:00 am will be marked as an absence. Frequent tardiness to school will result in detention and possibly suspension.

After School

Students are to return home directly after school. They may not remain on campus unsupervised and should be off campus by 2:15 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 2:15 pm and remain with the supervisor until the activity is over. Students are then to immediately exit the campus.

Student 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.

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.

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 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 Homeroom teacher authorizes students to use only the lockers and locks assigned to them. If a student loses the lock provided by the school, he or she must pay a replacement fee of 5KD to the Middle School office.

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 during the school day. The only exceptions are during PE classes when permitted by the PE instructor and free dress days.

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.

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.

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.

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 an office 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.

Student Behavior Policies

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 Honesty, or the appearance thereof will result in academic penalty (please refer to page 15)
- Bullying (see below)
- 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 (including any and all physical contact), rough housing, 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)

Bullying

Bullying can be defined as repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. It is any act that generates a climate in which students and/or teachers feel fear or intimidation. There are three characteristics that generally describe bullying behavior: it is deliberate, it is repeated over time, and it is intended to harm another person. A common element in bullying is a perceived imbalance of power, which allows one student—or groups of students—to victimize others.

Bullying can be classified into three categories: physical, verbal and relational.

- **Physical bullying** involves hurting the body of another person or damaging property.
- **Verbal bullying** involves using words to hurt the feelings of others through taunts, name-calling, humiliating, and racist remarks.
- **Relational bullying** involves isolating, rejecting, excluding and blackmailing others through direct contact or using technology.
 - **Cyberbullying** is a form of relational bullying that utilizes technology such as e-mail, blogs, texting, social networking sites and chat sites.

We encourage students to report any bullying behavior to a caring adult at school. Reports will be handled confidentially and with discretion, and services will be provided to both the victim and the bully.

Consequences: Please refer to Disciplinary Procedures on page 23.

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 cell phones, gaming devices, PDAs or MP3 players is prohibited between 7:00 am and 2:00 pm unless specifically permitted by a teacher for a class activity. These will be confiscated if observed.
- As per the Internet policy, chatrooms 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 2:00 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 before being returned to the student's parents.
 - 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 starting at 2:10 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.

Student Recognition

Honor Roll

There are two levels of honor roll in the Middle School determined by GPA:

- Honor Roll – Students earning a Grade Point Average (GPA) of 3.3 to 3.69
- High Honor Roll – Students earning a Grade Point Average (GPA) of 3.70 or greater

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, behavior, academics and citizenship.

Administration Award

Throughout the year, Mr. Brown and Miss Forgeron will be setting goals forth for the student body. They will be looking for students who exemplify respect for classmates and teachers, positive role modeling for their peers, committing to and fulfilling responsibilities, participation in extra-curricular activities and a number of other positive behaviors that align themselves with our school’s core values.

General Information

Campus Visitors

All visitors to the campus are required to present their civil id at the security gate in exchange for a visitor’s pass that is worn around the neck while on the premises. 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.

Deliveries to Campus

In order to help maintain security at the gates, no deliveries are permitted during the school day. 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 school 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.

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. Clothing items will be donated to collection agencies for the less fortunate.

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.

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 recycling projects, blanket drives, spirit weeks 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. Martin.

NJHS Spirit Weeks

The NJHS will have the option of holding and sponsoring a spirit week. 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.

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 6-8 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
Academic Games
Ceramics
Drama Productions

Table Tennis
Jazz Band
String Ensemble
Art Club
Calligraphy
Knitting and Crocheting
Badminton
Model United Nations

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. 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, sports festival, badminton and volleyball.

Eligibility Policy

Extra-Curricular Activities Eligibility

For the purpose of eligibility, extra-curricular activities are after-school athletics and fine/performing arts that 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 misses 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.

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 site

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 standards 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 My Space is forbidden unless it is for academic or extracurricular 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", intrusive software or proxy servers.

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 or 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 administer 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, Sunday, Monday, and Wednesday, and until 3:00 pm on Tuesdays and Thursdays. 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.

ADMISSIONS 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.

Daily Schedules

(Alternate A and B days)

Regular Schedule

Period 1/5 <small>(includes 5 minutes of homeroom)</small>	7:15 – 8:45
Period 2/6	8:55 – 10:20
Lunch	10:20 – 11:00
Period 3/7	11:00 – 12:25
Period 4/8	12:35 – 2:00

Alternate:
A day – periods 1 – 4
B day – periods 5 - 8

Ramadan Schedule

Period 1/5	9:00 – 10:00
Period 2/6	10:10 – 11:10
Lunch	11:10 – 11:50
Period 3/7	11:50 – 12:50
Period 4/8	1:00 – 2:00

Alternate:
A day – periods 1 – 4
B day – periods 5 - 8

Assembly Schedule

Period 1/5	7:15 – 8:25
Period 2/6	8:35 – 9:45
Assembly	9:50 – 10:50
Lunch	10:50 – 11:30
Period 3/7	11:30 – 12:40
Period 4/8	12:50 – 2:00

Alternate:
A day – periods 1 – 4
B day – periods 5 - 8

1/2 Day Schedule Early Dismissal

Period 1/5	7:15 – 8:10
Period 2/6	8:15 – 9:10
Period 3/7	9:15 – 10:10
Period 4/8	10:15 – 11:10

Alternate:
A day – periods 1 – 4
B day – periods 5 - 8



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.



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- 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.

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 Name (printed): _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Student's Grade: ____ Student's Homeroom Teacher: _____

Parents and Students – Please sign this copy, remove it from the handbook, and return it to **A-1 teacher by Thursday, September 10, 2009.**