

Middle School Handbook 2020 - 2021



Middle School Personnel	3
ASK Beliefs and Profile of Graduates	4
Student and Teacher Profile	5
Remote Learning Philosophy	6
Remote Instruction	7
Middle/High School Remote Learning Schedule of Classes	8
Attendance	9
Attendance	9
Attendance Probation	9
Attendance Procedure	10
Absences/Prior Arrangements/Early Withdrawal	10
Early Checkout at the End of a Semester	11
Absence from Semester Exams	11
Traveling Students	11
Truancy	12
Late Arrival to School or Class	12
Tardy Code of Conduct	12
Tardy Policy	12
Behavior Guidelines and Expectations	13
English Language	13
School Standards	13
Compliance with Rules	13
School Arrival and Departure	13
Outside Bakala	13
Out of Bounds Areas	14
School Lunch	14
Faculty Lounge, Copy Room, and Faculty Restrooms	14
Personal Deliveries	14
Food on Campus	14
Lost and Found	14
Public Displays of Affection	14
Acceptable Use Policy	14
Technology Requirements for Students	16
Bring Your Own Device (BYOD)	16
Transportation	16
Student Lockers	16
Emergency Procedures	17
Textbooks	17
Academic Honesty	18

ASK School Uniform	20
Lunch Detention Program	21
Dress Code Violation	20
Bullying	21
Suspension from School	22
Alternative to Suspension (ATS)	22
Restriction from School	22
Permanent Student Files	22
Guidelines for Student Behavior	22
Behavior Probation	22
Behavior Chart	23
Grading and Credits	26
Evaluation of Student Progress	26
Progress Reports / Communication	26
Grade Reporting	26
Exams	26
Semester Examinations	26
Letter Grades used at ASK	26
Academic Probation	26
Report Card Grade Table	27
Middle School Assessment Policy	28
Work Habits and Learning Skills	29
Programs and Services	30
Guidance Counseling	30
Health Services	30
Media Center Services	31
Standardized Tests	31
Student Activities & Athletics	32
Student Activities & Athletics	33
Student Recognition and Awards	34
Student Subject and Service Awards	34
Middle School On Campus Schedule	35
Acknowledgement & Agreement Form	36
A Partnership for Success	36
ASK Code of Conduct	36

American School of Kuwait

Middle School Personnel

2020-2021

Chairman/CEO

Mr. Wael Abdul Ghafoor

Administrative Manager/Arabic Principal

Mr. Fawzi Hassan

Superintendent

Michael Murphy

Administration

Principal
Assistant Principal

Ms. Kristi Fowler
Ms. Katie Wichser

Building Faculty & Staff

Director of Technology	Mr. Abhay Dhanak
Counselor	Ms. Mayya Salame
Ed. Technology Coach	Mr. Eric Chamberlin
Secretary	Ms. Manal El Masri
Student Support	Mr. Kendrick Love

Arabic/Religion

Ms. Linda Nassar
Ms. Hiba Assaf
Ms. Wafa Kanfoush
Mr. Hamdy Nasser
Mr. Safwan Al Soumi
Ms. Sora Odeh
Ms. Nedaa Samara

Language Arts

Ms. Yasmine Tyoan
Mrs. Camille Wright
Ms. Gillian Johnston
Mr. James Toy
Mr. Emmanuel Smith

Technology

Ms. Rafif Koteich

Mathematics

Ms. Bobbi Jo Staley
Ms. Olga Rosenbalm
Mr. Azikiwe Chandler
Ms. Sirmatha Charles

Physical Education

Ms. Tsvetelina Hristova
Mr. Ashraf Ali

Science

Mr. Matthew Carlson
Ms. Yvette Fernandez
Mr. Isaac Muise
Mrs. Sheryl Hinsvark

Social Studies

Ms. Laura Coleman
Ms. Nancy Abdulghafoor
Ms. Angela Russell

World Languages

Ms. Juana Salamanca
Ms. Brigitte LaVillette

MISSION

THE AMERICAN SCHOOL OF KUWAIT INSPIRES LIFE-LONG LEARNERS
EMPOWERED TO EXCEL IN AMERICAN HIGHER EDUCATION AND THE
GLOBAL COMMUNITY AS INNOVATIVE, COMPASSIONATE CITIZENS.



WE BELIEVE THAT

A PARTNERSHIP AMONG FAMILIES, TEACHERS, AND STUDENTS IS ESSENTIAL FOR SUCCESSFUL LEARNING.

SUCCESSFUL STUDENTS REQUIRE A SAFE, SUPPORTIVE, AND RIGOROUS LEARNING ENVIRONMENT.

LEARNING EMPOWERS THE INDIVIDUAL BY EXPANDING OPPORTUNITIES AS GLOBAL CITIZENS.

STUDENTS' ACTIVE ENGAGEMENT AND CRITICAL REFLECTION IN THEIR OWN LEARNING IS A KEY TO THEIR ONGOING SUCCESS.

DIVERSITY AND INCLUSIVENESS ARE ESSENTIAL WITHIN OUR SCHOOL COMMUNITY.

AN ENRICHING SCHOOL EXPERIENCE ENCOURAGES INDEPENDENT THINKING, FOSTERS SELF-ESTEEM, AND BUILDS
SELF-CONFIDENCE.

EDUCATION ENCOMPASSES THE DEVELOPMENT OF THE WHOLE INDIVIDUAL.

OUR GRADUATES WILL

BE ABLE TO THRIVE IN A HIGHER EDUCATION SETTING.

BE INDEPENDENT, LOGICAL, AND REFLECTIVE DECISION MAKERS.

DEMONSTRATE CREATIVE PROBLEM SOLVING SKILLS.

COLLABORATE POSITIVELY AND EFFECTIVELY WITH OTHERS.

ACCEPT OTHERS AS INDIVIDUALS.

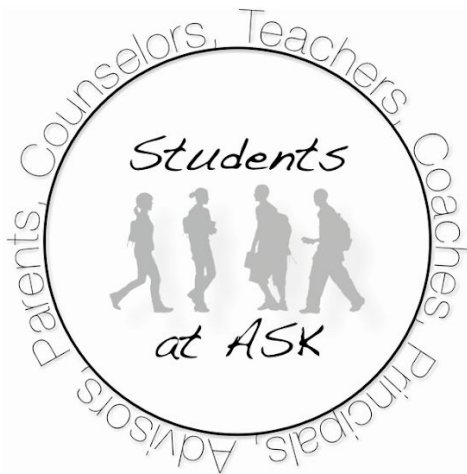
RECOGNIZE AND RESPECT DIVERSE BACKGROUNDS AND VIEWPOINTS.

BE OPEN-MINDED AND INTELLECTUALLY CURIOUS.

The American School of Kuwait

Practice Compassion - Make a Difference - Learn for Life

Our Mission and Philosophy drives our instructional and educational decisions. It is the core of who we are and at all times, we model these values of compassion, learning, and making a difference. We operate based on mutual respect and uphold the highest ethical standards. We listen to kids because we love kids.



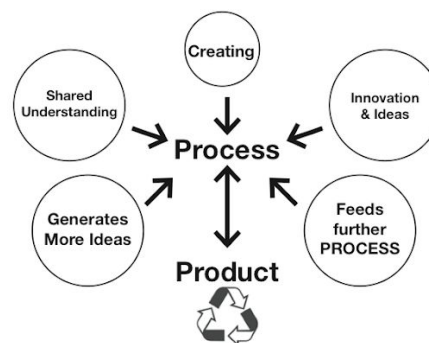
Teacher Profile

We are **learning focused**, not teaching or content focused.

- All students are capable of learning and being successful.
- Literacy is at the heart of learning.
- Learning is active and collaborative.
- Learning is a reflective practice.
- Frequent assessment enables students to learn.
- Feedback is an essential component in learning.
- An essential goal of learning is meaning-making and transfer.
- Learning results from deliberate and thoughtful planning of instruction.

We **believe** the following tools make us more **effective educators**:

- Curriculum mapping
- Understanding by Design
- Framework for Teaching
- Formative and Summative Assessment Model



We **believe** in a **Partnership for Success** whereby we all work together for the **good of the student**.

Student Profile

ASK students embody the values laid out in our Mission and Beliefs. They value our core ethos of:

- ✓ Seek innovation
- ✓ Practice Compassion
- ✓ Learn for life

They exhibit these qualities in all that they do, on and off campus. ASK students are learning focused and committed to excellence in and out of the classroom. ASK students represent themselves to the highest standard by respecting all school rules, their academics, each other, and themselves.

Student Code of Conduct

As a member of the community:

1. I will live by its mission: to learn for life, make a difference, and practice compassion
2. I will apply these principles to all problems I encounter.
3. I will treat others, regardless of position or background, with respect, honesty, and dignity
4. I will ensure that my actions, attitude, and contribution are conducive to maintaining a positive learning environment for all.
5. I will be responsible for my own learning and will ensure that my work reflects both my integrity and the best of my abilities.
6. I will take proper care of my belongings and respect the property of others.
7. I will accept my responsibilities to the ASK community by following the school's rules and regulations.

Remote Learning Philosophy

Our goal is to provide students and teachers with meaningful, collaborative learning experiences through remote learning. To fulfill our mission in a remote learning environment, faculty and staff consider the developmental levels of learners, as well as their academic, social, and emotional needs. The careful balance of these needs influences the remote learning program's objectives, plans, and definition of success.

Our Main objectives are to further the Mission of ASK by:

- *Seek Innovation:* Leveraging current and new technology that enhances learning
- *Practice Compassion:* Maintaining community and connection
- *Learn for Life:* Continuing the learning in a supportive, yet rigorous environment

Transferring to a remote learning environment requires a paradigm shift, as a remote classroom is not simply a regular classroom online. We seek to continually uphold our school mission to innovate, while maintaining a solid college preparatory academic program.

Remote Instruction

Learning Activities	Teachers will:	Students will:	Parents and students can expect:
<p>Live Classes</p> <p><i>Activities for “Live” classes should be completed within the allotted class time.</i></p>	<ul style="list-style-type: none"> - conduct small group meetings to clarify teaching and facilitate discussions - hold individual video conferences with students - provide live feedback for student work. - facilitate student collaborative group work - facilitate discussions, debates, Socratic Seminars, etc. - present mini-lessons through live instruction, discussions, and lab demonstrations to large groups - facilitate student presentations 	<ul style="list-style-type: none"> - attend the live classes to participate in discussions, watch presentations to learn new content, and/or review - meet with their teacher as a part of a small group or as an individual for differentiated instruction, feedback, assessment, and guidance 	<ul style="list-style-type: none"> at least two live classes per course each week. - attendance to be taken for each live class during the class period. - instruction may include a variety of activities including live instruction, small group collaborative work, presentations, and individual student conferencing.
<p>On Demand Classes</p> <p><i>Activities for “On Demand Classes” could be completed at any time during the day up until 9pm.</i></p>	<ul style="list-style-type: none"> - provide support to students through pre-recorded instructional videos, supplementary software and other activities. - provide feedback to student questions and submissions - conduct student assessment of learning 	<ul style="list-style-type: none"> - complete discussion posts, reflections, watch pre-recorded videos of instruction or presentation, work on collaborative documents - complete assigned activities and meet designated benchmarks - practice what they’ve learned: math problems, conduct experiments, work on projects, etc. 	<ul style="list-style-type: none"> - at most two on demand classes per course each week. - attendance to be taken for each on demand class by the submission of evidence of learning by 9pm on the day of the class.. - the teacher will be available during this time in an open Zoom room to answer questions. - asynchronous activities to be completed by 9pm on the day of the class.
<p>Community</p> <p>Tuesday 8:25 - 10:25</p>	<p>Teachers are expected to:</p> <ul style="list-style-type: none"> - attend scheduled Faculty Meetings and Professional Learning activities <p>Middle School Advisory: 9:55-10:25</p>	<ul style="list-style-type: none"> - engage in activities and participate in student organizations to build relationships with their peers and teachers - attend class meetings and assemblies - meet with counselors 	<ul style="list-style-type: none"> - students to attend grade level meetings, extra curricular organizational meetings, and meet with counselors. -students to attend advisory

Middle/High School Remote Learning Schedule of Classes

Instructional Days (S,M,T,W,Th)										
Sunday	Monday	Tuesday	Wednesday	Thursday						
Day 1	Day 2	Day 3	Day 4	Day 5						
8:00 - 8:20 Attendance & Tech Check	8:00 - 8:20 Attendance & Tech Check	8:00 - 8:20 Attendance & Tech Check	8:00 - 8:20 Attendance & Tech Check	8:00 - 8:20 Attendance & Tech Check						
8:20-9:00 Period A	8:20 - 9:20 Period A	Teacher PD Activities Assemblies	8:20 - 9:20 Period C	8:20-9:00 Period A						
9:05-9:45 Period B	9:25 - 10:25 Period B	9:55-10:25 MS Advisory	9:25 - 10:25 Period D	9:05-9:45 Period B						
9:50-10:30 Period C	10:30 - 11:30 Period C	10:30 - 11:30 Period G	10:30 - 11:30 Period E	9:50-10:30 Period C						
10:35-11:15 Period D	12:15 - 1:15 Period D	12:15 - 1:15 Period H	12:15 - 1:15 Period F	10:35-11:15 Period D						
12:05-12:45 Period E	1:20 - 2:20 Period E	1:20 - 2:20 Period A	1:20 - 2:20 Period G	12:05-12:45 Period E						
12:50-1:30 Period F	2:25 - 3:25 Period F	2:25 - 3:25 Period B	2:25 - 3:25 Period H	12:50-1:30 Period F						
1:35-2:15 Period G	<table border="1" style="margin: auto;"> <tr> <td style="background-color: #d9ead3; width: 20px;"></td> <td>Teachers only</td> </tr> <tr> <td style="background-color: #fff2cc; width: 20px;"></td> <td>40 minute classes</td> </tr> <tr> <td style="background-color: #d9ead3; width: 20px;"></td> <td>60 minute classes</td> </tr> </table>				Teachers only		40 minute classes		60 minute classes	1:35-2:15 Period G
				Teachers only						
	40 minute classes									
	60 minute classes									
2:20-3:00 Period H				2:20-3:00 Period H						

Attendance

Attendance at school, whether remote or on campus, is critical to the academic achievement of any student. Either coming late to class or being absent disrupts the academic progress of not just the individual student but that of the entire class.

The satisfactory completion of a semester's academic work requires regular attendance to class. Students must sit for a minimum of 115 clock hours in a standard year-long class to be considered eligible for credit. Making up written work is important but is only a partial substitution for class attendance. If a student is absent, he/she is losing educational benefits. Many times it is impossible to make up the "missed" experience.

ASK maintains a minimum requirement regarding attendance in a class. If a student's absences exceed 8 classes, the student and parent will be notified and the student will be placed on Attendance Probation.

Attendance Probation

If a student reaches 8 absences in any class per semester or has excessive tardiness to school or class, the student will be placed on Attendance Probation. If the student meets the following requirements, while on probation, he/she can maintain the grade and receive credit for the course at the end of the semester.

Requirements:

- Attendance must be excellent.
- Punctuality must be excellent.
- Commitment to academic work must be demonstrated.
- Cooperation with the teacher must be demonstrated.

An absence includes all type of non-school related absences including the following: illness, doctor visits, travel, vacations, etc. Please note that these are not considered excused absences.

It is very important that students miss as few days as possible so that they do not miss classroom instruction and activities that cannot be made up. Because colleges are particularly interested in a student's motivation, focus, and work habits, a student's attendance and tardy record for each year will be documented in his/her recommendation letter.

Important Notes

- ✓ *Students tardy to class will not receive extra time to complete assignments or assessments. Some assignments (discussions, debates, ect.) cannot be made up if missed due to tardiness.*
- ✓ *Parents may be requested to attend a virtual meeting with the Principal or Assistant Principal or sign a letter when a student reaches 8 absences in any class. Regardless of that meeting or letter, students will automatically be placed on probation when absences reach 8.*
- ✓ *For any absences beyond 8, the academic standing of a student will be jeopardized. Excessive absences increase the chance students will fail the course due to excessive missing work.*
- ✓ *Students placed on Attendance Probation will not be given the same make-up opportunities. They will need to attend class to complete their work. They will lose 10% of the grade they earned on any summative that is not taken in class at the scheduled time.*
- ✓ *Students who reach 12 absences in a semester will be placed on an attendance contract that will require students to be in class to complete summative assessments or they will be given an F (55%) on the assessment. Continued absences could jeopardize credits and enrollment for the following year.*

Attendance Procedure

1. It is expected that the students will attend class every school day, whether remote or on campus. All teachers will take roll and keep a record of absences and tardies.
2. All absences, regardless of whether the note is from a doctor, are counted against the 8 absences described in the attendance policy.
3. Students who arrive after 8:30 a.m. for on campus classes may not enter campus unless accompanied by a parent.
4. If a student has to leave school prior to the end of the day, a parent must check him/her out through the Middle School Office. If the student is returning to school, the parent must check him/her back in through the Middle School Office. Unless it is a dire emergency such as a student requiring medical attention, the student will not be released from school without being accompanied by a parent.
5. If parents plan to travel for an extended period of time, they must contact the school prior to travel and designate a temporary guardian.
6. Nannies, maids and drivers are not considered legitimate guardians and students will not be released to their care.
7. Students who are absent from any of their scheduled classes will not be allowed to take part or participate in that day's co-curricular activities (athletics, music, art, etc.). Exceptions will be made for verified doctor or dental appointments and for other absences where prior approval is obtained through an administrator.

Absences/Prior Arrangements/Early Withdrawal

The American School of Kuwait strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students traveling out of Kuwait for extended periods during remote learning are expected to attend classes. Students missing classes lose essential instruction and

place increased demands on classroom teachers in the areas of record-keeping, administering make-up work, etc. During the planning for an extended absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed. Since a student presumably needs to attend the full semester to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade.

However, occasions arise where extended absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the damage to a student's educational program. In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

1. A letter of request to the Middle School Principal outlining reasons for the absence, expected duration, and departure date must be written to the school.
2. A Prior Arrangement Form will be issued from the Middle School Office to be presented by the student to his/her teachers.
3. Teachers will state in writing on a Prior Arrangement Form the student expectations and possible consequences that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up requirements rests with the student.
4. Final clearance must be completed in the office by returning the Prior Arrangement Form. Prior arrangement releases will not be considered during the final five days of the semester.
5. Prior arrangement releases are not considered excused absences.

Early Checkout at the End of a Semester

When it becomes necessary for a student to leave school prior to the end of a semester, parents are asked to notify the school to make necessary arrangements. It is understood that if a student does not complete all requirements of a class, including the final examination, the grades and credits may be affected. The school does not make provisions for early final examinations. If students are returning for the next school year, final exams are to be written in August.

Absence from Semester Exams

All semester and final exams must be taken according to the schedule set by the middle school and may not be rescheduled. If a student must be absent from a semester exam for any reason, he/she must see the Middle School Principal prior to the absence to make arrangements. Students who miss a semester exam without prior arrangement will lose 10% of their score on that exam. The only exception applies to the above early checkout procedure. The grade will be changed when a make-up exam has been taken. Under no circumstance will a final exam be administered before the scheduled date of the exam.

Final and Semester exams will not be administered in a remote environment for Core Content Curriculum or Elective classes.**

Traveling Students

Students traveling on school-sponsored trips are responsible for contacting their teachers during the week prior to travel. They may have to complete some make-up work prior to their travel. They will be responsible for all previously announced assignments, projects and assessments upon their return. It is the decision of the student and the family for students to participate in extracurricular travel, and students may not request extensions to deadlines because of the travel. Assessments scheduled for the day of their return, should be taken on that day. All teachers will work with students to ensure a fair timeline for make-up work.

Truancy

A truant student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is truant. The student will not be allowed to make up work and will lose 10% on all summative assessments during the truancy on the first offense. Students who already have one documented truancy will receive an F(55%) on missed assessments. Students who are truant may be placed in In-School Suspension or be assigned another appropriate consequence.

A student is considered truant if he/she

- Is absent without the knowledge and consent of a parent; falsifies parental notification; participates in an unauthorized class skip/ditch day.
- Leaves school without checking out with the registrar and administration.
- Is absent from class without permission of that class teacher.
- Obtains a pass to go to a certain place and does not report there.
- Becomes ill and goes home or stays out of class without reporting to the office.
- Fails to attend a scheduled assembly.
- Is absent from class after once arriving on campus without the knowledge and consent of the school.

Late Arrival to School or Class

Students are expected to be in class on time. If students are late to class, it causes a disruption and interrupts the learning process of all students. Many times students will miss important information that is impossible to make up. Performance tasks cannot be made up.

In addition to the above consequences, teachers may employ a number of different strategies to encourage punctuality in their individual classrooms. Such strategies may include keeping students after class or after school (Please note: this is not an exhaustive list.)

A student is considered late if he/she arrives during the first 5 minutes of class. Students arriving later than 5 minutes will be referred to the office for truancy. If a student has been detained by another teacher or the administration, he/she will be issued a pass and will not be counted late.

Tardy Code of Conduct

Students arriving late to class are expected to adhere to the following procedures:

1. Enter the room quietly.
2. Refrain from greeting friends or making noise of any kind.
3. Proceed directly to an open seat.
4. Quickly and quietly take out materials and demonstrate a keen intention to catch up on the day's lesson.
5. See teacher after class to determine any missed work.

Failure to comply with the Tardy Code of Conduct will result in consequences as determined by teachers and administrators.

Tardy Policy

The ASK teachers and administration will work with parents and students to improve punctuality. Our goal is for students to attend each class on time. Excessive tardiness will affect a student's enrollment standing for the following school year.

The tardy policy adheres to the following procedures (per quarter):

- Reaching 2, 4, and 6 tardies in a given class
 - Parents will be contacted by the teacher.
 - Additional consequences may apply as per classroom policy.
- Continued, excessive tardiness
 - Students will receive a referral to administration.
 - Parents will be contacted regarding a mandatory meeting.
 - Student attendance contract will determine consequences which may include academic and/or disciplinary action

Notes:

- *Students arriving to school after 8:30 a.m. will not be admitted on campus without a parent or guardian.*

Remote Learning

- *In a remote setting, students are expected to join live classes on time. A student who enters the class after 10 minutes or doesn't show up for the class is considered absent.*
- *In order for a student to be counted present in an "On Demand" class, all activities should be completed by 9pm each day.*

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.

School Standards

At the American School of Kuwait, reasonable standards of acceptable behavior are enforced. The intent of our 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. Students are reminded that they must adhere to the Code of Conduct, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook.

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. Students not adhering to ASK rules/policies will be subject to disciplinary action. Consideration has been given to the laws and customs of our host country in the formulation of school standards and rules.

Compliance with Rules

Students shall comply with all rules and regulations adopted by the American School of Kuwait, including the rules and regulations set forth herein. Failure to do so shall be cause for disciplinary action as hereinafter described. The following rules, enforced by administration and staff, identify, but do not limit, the types of activities and areas covered by the school regulations.

1. On school grounds or in the vicinity (streets and building areas off school grounds immediately accessible to students) of the school during and immediately before or after school hours.
2. On the school grounds or in the vicinity of the school at any other time when the school is being used by school group(s).

3. Off the school grounds at a school activity, function, event or any school-sponsored trip.
4. Off the school grounds if the actions of the student materially and substantially affect the educational process or the school.

School Arrival and Departure

MS Students arriving at school must be dropped near Gate 1. They must immediately enter the campus.

Upon dismissal from school or school activities, students are to remain on the campus side of Al-Muthana Street on the paved sidewalk. If a student's transportation arrives on the opposite side of the street, he/she may cross, enter the vehicle, and immediately depart. Students who drive to school are expected to wait on the paved sidewalk for passengers and then to depart immediately.

Unless meeting with a teacher or involved in a middle school sponsored activity, students are not allowed on campus after 3:15 p.m. Once a meeting or activity has concluded, students must leave campus. Students waiting to be picked up must wait at Gate1.

Under no circumstance should ASK students loiter off campus (on foot or in vehicle) in the area of the school or use the shops directly opposite the school.

Outside Bakala

The local bakala down the street across from the school is out of bounds to ASK students both before school and after school. Upon arrival, students are to immediately enter and remain on campus. At the end of the day at 2:55 p.m., students are required to go directly to their bus or private vehicle. We do not want students congregating across the street with friends and/or acquaintances we do not know. Students should be on their way home by 3:15 p.m. Students participating in scheduled activities after school must remain on campus.

We consider the Compliance with Rules, School Arrival and Departure, and issues pertaining to the Outside Bakala to be "security issues". As a result, please understand failure to comply will result in serious consequences, such as...

- Formal suspension at home
- Expulsion from school

Out of Bounds Areas

Students are expected to stay in appropriate areas throughout the school day. No student should be in unsupervised (teacher/administration) areas at any time. Out of bounds areas include but are not limited to: the auditorium, areas around the auditorium, behind buildings near the school wall, high school and elementary areas, in and around the athletic facilities unless there is supervision on duty.

Detention or other appropriate consequences will be given for students in areas that are out of bounds. Increasingly severe consequences will occur for repeated infractions.

School Lunch

Food and beverages will be available for purchase on campus at lunchtime, except during Ramadan. Lunches brought from home should be kept in student lockers until lunchtime. Students should remain in predesignated areas of the school during lunchtime.

The courtyard, walkways, and some classrooms are available for use during lunch. Middle School students are not allowed to go into the High School hallways or bathrooms, they also cannot use the canteen except during lunch break. Students are responsible for cleaning up papers, bags, drink and food containers, leftover food, etc., after lunch and before returning to scheduled classes. At no time are students allowed in out of bounds areas.

Faculty Lounge, Copy Room, and Faculty Restrooms

Students are not permitted in the faculty room, staff restrooms or any photocopy rooms. Student aides asked to deliver messages may do so by knocking at the door and waiting for assistance from any teacher who may be inside.

Personal Deliveries

Students are expected to come to school prepared each morning. The school will not accept any food deliveries from restaurants for students during the school day. Any other items that a student has forgotten from home (including food, lunches, homework, projects, sports clothes, etc.) may be delivered to the Middle School Office for student pick-up, however we discourage deliveries of personal items and ask that students take responsibility for their belongings.

Food on Campus

Food is only allowed on campus to support program initiatives or student activities. All food requests must go through the responsible teacher/staff advisor and the administration and permission must be received at least one day in advance.

Lost and Found

A report should be made to the Middle School office whenever something is lost. Items found should be delivered to the Middle School office.

Public Displays of Affection

We live in a conservative society, and it is important that we adhere to the cultural norms of Kuwait. Students must refrain from touching members of the opposite sex, even if it is simply a friendly gesture. This is against Ministry rules and regulations. Administration will take extreme measures to enforce this rule.

Acceptable Use Policy

Our Vision of Digital Citizenship

We value innovation and creativity. As 21st century learners, we:

Seek Innovation: Participate actively and respectfully in online communities for the purpose of learning and growing. We use our technology to create and spread new ideas, and to avoid simply consuming what others have made.

Practice Compassion: Respect the original ideas of others by following their desires about how we use their work, and value the privacy of ourselves and others.

Learn For Life: Are resourceful enough to use technology to find answers, solve problems, and envision the possibilities that tomorrow may bring.

Achieve Balance: Use technologies to enhance learning and communication while still keeping fluency in offline environments.

Behavior Guidelines and Expectations

Acceptable Use Policy

Our Vision of Digital Citizenship for Remote Learning

We value innovation and creativity. As 21st century learners, we:

Seek Innovation: Participate actively and respectfully in online communities for the purpose of learning and growing. We use our technology to adapt to the changes of an ever evolving global community as well as to create and spread new ideas.

Practice Compassion: Respect the original ideas of others by following their desires about how we use their work, and value the privacy of ourselves and others.

Learn For Life: Are resourceful enough to use technology to find answers, solve problems, and envision the possibilities that tomorrow may bring.

Achieve Balance: Use technologies to enhance learning and communication while still keeping fluency in offline environments.

Use of the Internet

As digital citizens, we...

✓ Respect the norms and values of our host culture when browsing websites and sharing links and files.

✓ Participate constructively and respectfully in online communities by:

- Refraining from making vulgar, profane, obscene, sexist, harassing, or abusive comments online.
- Adopting transparent and honest online identities.
- Being careful when putting our thoughts into words and consider how our audience will interpret the tone, word choice, and intent of our writing.
- Abiding by ASK's Behavior Guidelines & Expectations.
- Recognize and cite the intellectual property rights of others, especially when referencing images, videos, articles, and other media.
- Minimize personal use of bandwidth-intensive Internet resources, such as streaming audio, video, or gaming websites.

The American School of Kuwait is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the school's IT resources when you are on or off site, but retains the right to do so if the school deems it necessary.

Use of School Resources

As digital citizens, we...

- Store our school-related files in our school provided Google Drive.
- Maintain our school-provided Google account such that it is always operational for school purposes. Maintenance includes knowing your login details, and ensuring that Drive space is available.
- Protect our passwords for personal and school resources by not giving them out to others, even our friends.

Session Management

When live streaming with learners:

- contact will be made via learners' ASK provided email accounts and logins.
- staff will be allowed to mute/disable learners' videos and microphones as needed throughout the live class session.
- Live 1 to 1 sessions will only take place with approval from the MS/HS Administration.
- A pre-agreed communication detailing the session expectations will be sent to those invited to attend.
- Access links should not be made public or shared by participants.
 - Learners and parents/carers should not forward or share access links.
 - If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.

Behavior Expectations

- Staff will model safe practice and moderate behavior online during remote sessions as they would in the classroom.
- All participants are expected to behave in line with existing ASK policies and expectations. This includes:
 - Appropriate language will be used by all attendees.
 - Staff will not take or record images or video for their own personal use, but may record class for use by ASK students and/or staff.
 - All live and on demand classes should be recorded on Zoom.
 - Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.
 - Students may not record class for any reason.
- Staff will remind attendees of behavior expectations and reporting mechanisms at the start of the session.
- When sharing videos and/or live streaming, participants are required to:
 - wear appropriate dress.
 - ensure backgrounds of videos are neutral.
 - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

- Participants are encouraged to report concerns during remote or live streamed sessions directly to MS/HS Administration.
- If inappropriate language or behavior takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to MS/HS Administration.
- Inappropriate online behavior will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behavior.

If at any time a staff member deems that a student has acted or participated in remote learning inappropriately, the student and his/her parents will meet with an administrator.

Student Remote Learning Classroom Expectations

1. Students can only enter class using an ASK student account.
2. Students should show up early to be admitted to class on time.
3. Cameras should be turned on during the full class period.
4. Students should wear attire as per Handbook guidelines.
5. Students should be respectful and kind at all times.
6. Student microphones should be muted at all times, unless directed otherwise by a teacher
7. All required asynchronous activities should be completed prior to arriving to a “live” class.
8. All deadlines should be adhered to with evidence of learning submitted on time.
9. Students are NOT permitted to record classes.
10. Students are required to stay in live classes for the entire period or until dismissed by the teacher.

Technology Requirements for Students

Below is a list of technology tools that ASK will be using to deliver a high quality remote experience. Students will be provided with instruction and become familiar with these applications.

- Google Classroom
- Google Chrome
 - Email
 - Drive
 - Docs
 - Slides
 - Keep
 - Calendar
- Zoom

Bring Your Own Device (BYOD)

The ASK middle and high schools require students to bring a laptop to school (specifications below) if requested by a teacher. Students will need to bring the laptop and battery charger everyday. Teachers will give instructions as to when students will need the device and for what academic purpose.

MIDDLE SCHOOL STUDENTS MAY NOT USE MOBILES ON CAMPUS.

If a student is using his/her mobile on campus, it may be confiscated and parents may be asked to come to school to pick it up. In case of an emergency, communication will be made through the MS Office.

Specifications:

- Intel Processor I3 or above or equivalent
- Memory: Minimum 4GB Ram
- Hard disk: 50GB Free space
- Monitor: 11’ screen minimum
- Sound enabled
- Wireless card enabled
- Usb port highly recommended
- Battery Life – 6 hours minimum highly recommended

Transportation

Transportation of students to and from school is the responsibility of parents. Bus services are available from a private bus company which has an office adjacent to the school’s main entrance. Students are expected to behave in accordance with the ASK Code of Conduct on the bus. Failure to behave well will result in removal from the bus.

Student Lockers

Students have the opportunity to use a school locker. Lockers must be kept locked, and valuable items should not be left inside. The school is not responsible for items left in the lockers.

Damage of locker doors can only occur when the door is open, and because the student responsible for the locker is always present when the door is unlocked and open, that student will be responsible for any damage to his or her locker. Students are authorized to use only the lockers assigned to them. Sharing lockers, without approval from the office, is not permitted. Lockers are to remain locked at all times.

For safety and security reasons, bags and other personal items are to be in lockers or with the student. Students must not share their lock combination with anyone. Items found in the hallway will be picked up and put in a secure place until the end of the day.

Homeroom teachers will assign students their lockers the first few days of school.

ASK reserves the right to search a student's locker or bag at school or during off-campus school-sponsored activities, events and trips.

Emergency Procedures

In case of fire or emergency evacuation, every student is to leave the building as quickly and as quietly as possible. As directed by their classroom teacher or other member of the school staff, students will assemble. Evacuation procedures are posted in each classroom and are reviewed on a regular basis. In the event of an emergency in which evacuation is not considered prudent, students will receive instructions from their classroom teachers. Throughout the school year there will be drills to review actions and behavior suitable to several possible emergency situations.

Textbooks

The school provides textbooks to students on a loan basis. Students are responsible for returning all school books in reasonable condition or are responsible for paying 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.

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: practice compassion, make a difference, learn for life. Academic dishonesty in all its guises violates each of these precepts.

1. 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, watches 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 work for purpose of earning a grade;
- Changing answers when self-correcting work;
- Calling in sick or otherwise avoiding a deadline, test, or quiz date;

- 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,
- Creation of 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 will bear individual responsibility for their work.

- Plagiarism;
- Altering a teacher's grade book;

Behavior Guidelines and Expectations

2. 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 Tests/Quizzes: All students involved in acts of academic dishonesty or in assisting others in those acts on tests or quizzes will be reported to administration and given an incomplete on the assessment. The student may then be assigned an alternate assessment to assess their understanding of the content and will be able to receive 80% of their score. A repeated offense will result in an F(55%) on the assessment.

On Written Work or Projects: All incidents of plagiarism will be reported to administration, 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. If plagiarism is determined to have occurred, the student may then be assigned an alternate assessment to assess their understanding of the content and will be able to receive 80% of their score. A repeated offense will result in an F(55%) on the assessment.

3. 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 NJHS and other leadership organizations.

Behavior Guidelines and Expectations

ASK School Uniform

Students at ASK will wear the official ASK uniform. The uniform is available for purchase at the ASK Store. The uniform includes a standard pair of navy pants for students in all schools and a school-specific polo shirt in different colors to help identify students with ease.

Bottoms

A standard pair of navy trousers or dark blue jeans for boys and girls are to be worn by all students at ASK. Jeans should not be faded or ripped. Please keep in mind that leggings, sweat pants, and jogging pants are not acceptable uniform pants. All pants must have pockets. Pants without pockets will fall under the category of leggings. To the knee length, navy blue skirts are also acceptable for girls.

Tops

Middle School students will wear the official grey ASK polo shirt. No other tops may be worn except the ASK polo shirts.

Thursdays: Students may wear school-sponsored club and activity shirts, including NESAC shirts. Students may not alter the shirts. Shirts with the neck cut will not be allowed.

Jackets/Sweaters

In the winter months students can wear the ASK grey hoodie or school sponsored club hoodie. Black, grey, and navy blue outerwear such as vests or jackets may also be worn, but must be taken off indoors (when asked) and students must be wearing proper dress code underneath. Outerwear must be free from graphics, including logos.

PE

Students in Middle School will wear the official ASK PE Kit which will feature a set of navy shorts and a white t-shirt. T-shirts and shorts are to be worn for PE only.

Shoes

Students are not permitted to wear beach-style flip flops. Students must wear running shoes in PE classes.

Hats

Baseball caps and any hats with bills are not permitted to be worn at any time on campus. Beanies/toques are acceptable during cold weather, but must be removed indoors upon request from a teacher.

Free Dress Days

Occasionally, students are allowed free dress days. On these days shorts, leggings, and capris are never acceptable.

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

Remote Learning Dress Code

Students are expected to dress appropriately for remote school classes. Appropriate free dress is permitted with the exception of shorts, leggings, tights, spandex, or shirts that expose that shoulders or have inappropriate text or graphics. Students not in dress code will be exited from the class and allowed to return once dressed appropriately.

Dress Code Violation

- *First and Second Offense*
Detention, wait in office until uniform arrives, and phone call home
- *Future Offenses*
Sent home until parent comes in for a meeting
- *Please note that having your school uniform with you in your bag or locker, but not properly worn constitutes a dress code violation. Students who fail to serve their assigned detention will be rescheduled one time. If they still fail to attend, they will be given a more severe consequence.
- Students must be on time to serve the detention.

Please note that failure to follow the above rules will result in removal from the detention room. Students will then have to serve another detention on the following scheduled detention day. Excessive removal or missing of detention will result in further consequences.

Lunch Detention Program

Detentions are held on Sunday- Thursday from 11:25-11:40. Students are expected to quietly engage in learning and be productive. Students must comply with the following rules and expectations:

- Students must be working the entire time. Appropriate work includes doing homework, studying, or reading novels. Failure to bring work will result in assignments given by the detention supervisor.
- Aside from water bottles, no food or drink, including gum, is allowed.
- Students must remain silent for the duration of detention.
- Students will not be allowed to enter after detention has begun. If they arrive late, they will have to serve the detention at the next scheduled time.

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, humiliation, 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. It also includes taking photo/video without consent.

If bullying is suspected or reported, the incident will be dealt with immediately by a member of administration. The incident will be recorded and parents will be informed. The consequence is suspension – number of days will depend on the incident.

Suspension from School

When severe disciplinary action is necessary, a student may be suspended from all classes and school activities for a specified number of school days. Any suspension from school should be seen as a firm warning that a student's behavior is unacceptable in the school community. Students in Alternative to Suspension will be removed from the general student population for the duration of the time period assigned. School work will be administered to a student serving in Alternative to Suspension. When a student is on an out-of-school suspension and/or expulsion, the student is not permitted to be on campus without permission from an administrator, nor allowed to participate in any co-curricular or other school related activities.

Alternative to Suspension (ATS)

Our Alternative to Suspension program is an on-campus opportunity for students struggling to meet expectations to reflect upon their actions. The daily ATS program includes time spent problem-solving and planning for the student's positive return to class. Academic work will be provided to a qualified ATS teacher who will support the student to complete it. Students who are assigned ATS will be expected to be in the designated ATS room from 8:30 a.m. to 2:55 p.m. Students will remain in the room for the duration of the school day. The student will be given one 40 minute break for lunch in the ATS classroom. Students serving ATS must adhere to the same behavior rules and expectations as other other students. In some cases, students will be allowed to use their laptops for schoolwork, but they may not use headphones or the Internet. Parents of students assigned to ATS will be notified.

Restriction from School

The usual method for ensuring a prompt conference with parents is the restriction of a student from classes and school activities until the conference occurs. The school principal imposes such restriction, often at the end of a school day so that a minimum amount of class time will be missed.

Permanent Student Files

A permanent cumulative file for each student is maintained in the registrar's office. These files include transcripts of credit, copies of report cards, letters of recommendation or discipline, and score reports from standardized tests. Health files are maintained in the nurse's office.

Guidelines for Student Behavior

It is the responsibility of each student to evaluate the appropriateness of, and to be accountable for, all of his/her actions. Any indecent or discourteous act is considered inappropriate behavior; and any action inside or outside the classroom, which interferes with another student's education or well-being, will be considered a violation of school rules. The following list of unacceptable actions, definitions, and sanctions is provided as a guide, but it is not intended to be a complete list.

Behavior Probation

Students with multiple office referrals and who are demonstrating disruptive behavior, behavior that detracts from learning, or behavior that is impacting the ability of others to learn may be placed on Behavior Probation. A Behavioral Contract will be signed at a meeting between the student, their parents, and the Middle School Office, and a plan will be developed to help the student correct the misbehavior. Continued misbehavior will result in a recommendation for the student to leave ASK.

Behavior Chart

Please note that in a remote learning environment, consequences to behavior issues will be discussed and determined through a virtual parent meeting with the Principal.

Action	Definition	Consequence
Academic Dishonesty All forms of academic dishonesty and plagiarism are defined in detail on page 15/16.	Copying, plagiarism, assistance from another on tests, quizzes, papers, etc. Any talking during the test, any books or notes not completely put away, any use of mobile phones, etc. The appearance of cheating is treated as cheating.	First offense: Student receives an incomplete for the assignment, quiz or test until an alternate version is completed for up to 80% of their total score. Parent will be notified. Academic dishonesty will jeopardize your standing in school organizations. Repeated infractions may carry more severe consequences including suspension. See page 16 for more detail. Repeat offenses will result in an automatic F(55%) on the assessment.
Alcohol & Drugs Use Possession Distribution	Use – to consume/ingest in school. Possession – having on your person, clothing, locker or other personal effects. Distribution – to divide or apportion to one or many.	Suspension with recommendation for expulsion.
Arguing	Arguing or not following the first request of a teacher, staff member, or school employee.	Detention. Continued after the first request may lead to ATS or other appropriate consequence.
Arson	The malicious burning of or attempt to burn property.	Recommendation to the Superintendent for immediate expulsion.
Assembly Behavior	When in assemblies, concerts, presentations, plays, or speeches, students must not demonstrate disrespectful behavior such as talking, laughing, rhythmic clapping, making any noise, or distracting either the audience or the on-stage participants.	Immediate removal from assembly, and may also include loss of the privilege of attending assemblies, detention, and increasingly severe consequences including a complete ban on attendance at any school performances or events.
Bullying	Bullying may be physical, verbal, or relational.	ATS, Suspension or other appropriate consequence, depending on severity of incident.
Cyberbullying	Bullying which occurs through electronic means including but not limited to texting, social media, or taking photo/video without consent	ATS, Suspension or other appropriate consequence, depending on severity of incident.
Disrespectful/Obstinate Behavior	Showing a lack of respect or courtesy. Stubbornly refusing to change one's chosen course of action despite attempts to persuade one to do so.	ATS or other appropriate consequence, depending on severity of incident.
Fighting Play ("fooling around") Real	To contend through physical contact or altercation. All who participate, regardless of who initiates the contact, are guilty.	ATS or suspension depending on severity of the incident or pattern of fighting.
Forgery	Falsely or fraudulently making or altering school-related documents or instruments of any kind, for example, a progress report to parents, hall pass, etc.	Indefinite suspension until a meeting with parents, student, and other relevant school personnel. A second violation warrants recommendation for immediate expulsion.

Behavior Chart

Action	Definition	Consequence
Gross Misconduct	The act of deliberate or willful conduct, verbal or physical, detrimental or disruptive to normal functions of school programs or academic process.	Indefinite suspension until a parent- student meeting is held to resolve the situation. Increasingly severe consequences for additional infractions. (i.e. expulsion)
Inappropriate Online Behavior	Any behavior that disrupts the remote learning environment (i.e. sending inappropriate messages, zoom “bombing”, entering classes that the student is not enrolled in, etc.)	Parent Meeting. Student will not be allowed to attend any classes until meeting with the Principal.
Inciting Behavior	Any behavior that detracts from the calm nature of the school (i.e. yelling, chanting, clapping, pushing, jumping on others, etc.).	ATS, suspension or other appropriate consequence, depending on severity of incident. Increasingly severe consequences for additional infractions such as indefinite suspension.
Insubordination	Failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school rules and/or academic rules, etc.	ATS, suspension or other appropriate consequence, depending on severity of incident. Increasingly severe consequences depending on infraction or for additional infractions. (i.e. expulsion)
Loitering	“Hanging Around” on/off campus in the neighborhood of the school before or after school.	Detention. Increasingly severe consequences for additional infractions.
Obscenity	Use of obscene or vulgar language by students, in verbal or written form, or in gesture or in pictures or caricatures in or on school property.	Detention and increasingly severe consequences for additional infractions.
Persistent Disobedience	Repetition of the same conduct or accumulation of instances of varied misconduct.	Detention,ATS, or suspension.
Physical Assault or threat of assault on a staff member or administrator.	Assault - A violent physical or verbal attack or the threat to do harm to another with or without doing any harm.	Indefinite suspension and/or recommendation to the Superintendent for immediate expulsion.
Physical Assault on another student.	Assault - A violent physical or verbal attack with harm.	Indefinite suspension and/or recommendation to the Superintendent for immediate expulsion.
Public Display of Affection. (PDA)	Touching, hugging, or kissing or in any way displaying affection for one another, especially male–female affection.	This is against Ministry rules. Administration will take extreme measures to enforce this rule.
Sexual Harassment	Any communication or conduct of a sexual nature where the conduct interferes with educational performance, intimidates others, or creates a hostile or offensive environment on the basis of sex.	Suspension or other appropriate consequence, depending on the nature of the harassment. Increasingly severe consequences for additional infractions.

Action	Definition	Consequence
Smoking/ Suspicion of Smoking	Smoking is to be in possession of, or use of, tobacco products at or around school or at any school-related activities. Suspicion of smoking is being in an area that smells heavily of smoke, or you smell heavily of smoke on school grounds or at a school activity.	Smoking- Mandatory two-day out of school suspension. Increasingly severe consequences for additional violations. Suspicion of Smoking- Documented and parents will be notified. A second incident of suspicion will be treated as smoking.
Speaking a Language Other than English in Class and Common Areas.	Students must use English in all English speaking classes to develop needed skills.	Detention and increasingly severe consequences for additional infractions.
Theft	To take or assist someone in taking or attempting to take the property of another without permission with intent to keep or make use of. Theft means stealing	Complete restitution at full replacement value along with other disciplinary action which will include suspension.
Theft of an Exam, Test, Quiz	To take or assist someone in taking or attempting to take a quiz, exam, or test from any school personnel without permission with intent to keep or make use of.	This action also constitutes academic dishonesty and will jeopardize student's standing in school organizations. Indefinite suspension until a parent- student meeting is held to resolve the situation. Increasingly severe consequences for additional infractions. (i.e. expulsion)
Truancy	The act of unauthorized absence from school or class for any period of time. This includes tardiness in excess of 5 minutes to periods 2-6.	ATS or other appropriate consequence
Vandalism	The act of damaging, destroying or defacing school property. This includes, but is not limited to, writing on walls, breaking doors or lockers, and writing on desks.	Out of school suspension. Increasingly severe consequences for additional infractions that may include recommendation for expulsion.
Weapons or Look-a-Like Weapons, Knives or any Other Dangerous Objects.	Use – Threatening to utilize or utilizing a weapon or a look-a-like weapon. Possession – having on your person, clothing, locker or other personal effects.	Recommendation to Superintendent for immediate expulsion.
Calling students from outside of ASK to "talk" or fight after school.	Calling family members or friends who do not attend ASK to come to the school after school for any reason. This includes talking to a family member at home and knowing that they plan to come to the school and not reporting it to the office.	Indefinite suspension and/or recommendation to the Superintendent for immediate expulsion.

Evaluation of Student Progress

Grades need to be accurate and meaningful reflections of students' achievement. They must communicate useful information to students and anyone invested in their learning. When grades are an accurate reflection of achievement and communicate useful information, they support student learning. Students and parents need to understand that success in school is not about doing work or accumulating points, it is about gaining knowledge and skills.

Progress Reports / Communication

Written progress reports from teachers to parents may be sent at any time during the school year. Progress reports are used by teachers to inform parents of student performance and behavior. Teachers may also wish to phone or email parents directly, especially when circumstances require discussion or clarification.

Formal progress reports are distributed to parents four times during the school year at the mid-point of each grading period.

Grade Reporting

Formal grades are reported to parents four times during the school year: at the mid-point of each semester and at the completion of each semester. Mid-semester grades provide information about a student's performance but are not recorded on permanent legal transcripts. Only final semester grades are recorded on permanent legal transcripts. Students who receive a failing semester grade will not receive credit for the course.

Exams

Exams or other student work may be given to or shared with the student following grading. They are also available for parents if they make an appropriate request or visit. Some exams or student work may be retained by the teacher at the discretion of the teacher.

Semester Examinations

At the end of each semester several school days are designated for final examinations. The review period is generally two days before the semester exams begin. Grades on final exams are used to compute final semester grades and could raise or lower a final semester grade depending on the quality of performance on the final examination.

Finals are worth 20% of the semester grade for grades 7 and 8. Grade 6 is 15%. Arabic and Religion exams will be worth 20% for all grades. Final Exams will not be administered in a remote environment for Core Content Curriculum or Elective classes.**

Letter Grades used at ASK

A (90% - 100%)

Excellent comprehension and application of all material. Scholarship exceeds teacher expectations. Contributions exceed assignments. Attitude is positive and beneficial to the entire class. Improvement is observable and measurable.

B (80% - 89%)

Above average comprehension and application of all material. Consistently outstanding work in all areas. Scholarship is accurate and complete. Attitude and cooperation are beneficial to the class and enhance the learning environment.

C (70% - 79%)

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. All assignments are attempted. Attitude and cooperation are proper and acceptable.

D (56% - 69%)

Comprehension and application of most material barely meets minimum quality. Scholarship is weak in most areas. Initiative is usually not evident.

F (55% and below)

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. Attitude is generally apathetic or uncooperative. No initiative is evident.

Academic Probation

ASK's goal is to support student success but we recognize that a college prep school is not the best environment for all students to learn. Students with a GPA below 2.0 and who have two or more F's on their report card will meet with parents and administrators to discuss ways to improve their academic performance. If the student's low GPA and multiple F's remain on a subsequent report card, a second meeting with the student's parents will be called and an Academic Contract will be signed. Further low performance may result in a recommendation for alternative placement in another school.

Report Card Grade Table

Letter Grade	Percentage	GPA
A	93 - 100	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D+	67 - 69	1.3
D	63 - 66	1.0
D-	56 - 62	0.7
F	55 and below	0

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.

P Used to award credit in unusual situations when credit is deserved but the student's work cannot be more accurately evaluated.

NC Used to indicate No Credit. This indicates a student did not complete enough work to be evaluated and assigned a grade. This does not impact GPA or High School Credits.

Assessment

The main purpose of assessment is to improve student learning. Assessment informs instruction and communicates information about achievement to students, teachers, and parents.

Formative assessment or assessment for learning provides students with feedback to help improve learning. Formative assessment can include diagnostic assessment, homework, quizzes, small projects, discussions, and participation. Teachers use a variety of strategies to assess students in the formative stages in learning. Students are given opportunities to demonstrate what they know and are able to do and determine what they need to do next to improve. Formative assessments are intended to prepare students to do well on summative assessments. Formative assessments will be tracked and noted in the grade book and will be assigned a 30% value.

Summative assessments are given regularly to determine what students know and are able to do. Summative assessments can include unit tests, projects, writing, presentations, speeches, debates, etc.

Summative assessments will be assigned a 70% value. Summatives allow students to demonstrate their knowledge of our standards in a given subject.

In order for teachers to accurately measure learning, it is imperative that students complete all summative assessments in all of their courses. Students will be required to attend additional school after school until their work is complete.

Make-Up Work

Formative Assessments

Formative assessments can be turned in up to the time of the summative assessment on that topic or standard. In order to ensure that feedback is received prior to the summative assessment, formatives must be turned in on time.

Summative Assessments

Any student who misses a summative assessment administered during a live session will be given **one** makeup opportunity with their teacher. The date and time of the makeup will be scheduled directly with the teacher, and in Middle school, should be communicated with the parent. If the student misses the makeup opportunity, it will result in an F(55%) on the assessment. Summative assessments must be taken on the scheduled day if a student is present at school.

Summative assessments of a non-timed nature (essays, projects, etc.) will be assessed on the day they are due, from whatever evidence of learning is present. Any exceptions or extensions need approval from an administrator. If the student does not have any evidence of learning at that time, it will result in an F(55%) on the assessment

- Missing make-up for formative assessments will result in a F(55%).
- Missing make-up for summative assessments will result in an F (55%)

Work Habits and Learning Skills

At each progress report and quarter marking period, students will receive feedback on a 4 point rubric for their Learning Skills and Work Habits. This score is not calculated into the student’s GPA. The purpose of assessing these skills and habits is to provide feedback to students and parents about attributes that are not directly related to academics, but impact academics nonetheless.

It is important for our students to receive feedback on not only their academic success but on their development as innovative, compassionate citizens as well.

Progress on these skills and habits will be regularly documented by teachers and communicated to parents.

These habits of working and ways of thinking are a fundamental part of our values and beliefs at ASK.

Work Habits		
Responsibility <ul style="list-style-type: none"> ● Has regular attendance ● Arrives on time to class ● Shows academic integrity 	Organization <ul style="list-style-type: none"> ● Prepared to class with proper materials ● Completes and submits work according to agreed upon timelines 	Independent Work <ul style="list-style-type: none"> ● Uses class time appropriately to complete tasks ● Follows instructions with minimal supervision
Learning Skills		
Initiative <ul style="list-style-type: none"> ● Demonstrates intellectual curiosity ● Demonstrates the capacity for innovation and a willingness to take risks 	Collaboration <ul style="list-style-type: none"> ● Respects and accepts others as individuals ● Recognize and respect diverse backgrounds and viewpoints ● Communicates positively and effectively with others ● Accepts equitable share of work in a group ● Acts compassionately with others 	Self-Regulation <ul style="list-style-type: none"> ● Perseveres and makes an effort to respond to challenges ● Sets individual goals and monitors own progress ● Seeks clarification and assistance when needed ● Follows school rules and regulations

Work Habits Score

4: Exemplifying; consistently demonstrates excellent responsibility, organization, and independent work

3: Meeting; regularly demonstrates responsibility, organization and independent work

2: Developing; sometimes demonstrates appropriate work habits but could improve responsibility, organization and/or independent work

1: Approaching; often struggles with responsibility, organization, and/or independent work

Learning Skills Score

4: Exemplifying; consistently demonstrates high levels of initiative, collaboration, and self-regulation

3: Meeting; regularly demonstrates initiative, collaboration, and self-regulation

2: Developing; sometimes demonstrates initiative, collaboration, and/or self-regulation

1: Approaching; often struggles with initiative, collaboration, and/or self-regulation

Guidance Counseling

The counseling office is dedicated to helping students in both academic and personal concerns. Students who encounter academic difficulty will meet with a counselor on a regular basis to correct the problem if possible. The counselor has an open door policy and is available to assist each student in any way they can.

Selecting Courses of Study

Early in the second semester, the counselor will meet with students in each grade level to discuss next year's schedule. In this setting students will receive a course selection form listing both required and elective courses to be offered the following school year. Each student is expected to submit this course selection form signed by a parent before the designated deadline. Schedule conflicts and scheduling problems will be solved in discussion with the guidance counselor.

Changing Class Schedules

Spring course selection is final. Unless there is an error in the schedule, changes cannot be made in the fall.

New Students

Once admission process is complete, students will be scheduled to meet with the Counselor to select courses, and receive orientation to the school. New students will be assigned a PAL (buddy) in order for their transition to ASK be positive and successful.

Health Services

School Nurse

A registered nurse is available at school throughout the school day. Matters pertaining to student health should be directed to the school nurse.

Students must obtain a pass from their regular teachers before reporting to the nurse; students must also report to the office before and after their nurse visit.

The nurse gives immunizations required by the School Health Department with permission from the parents. Medicines are administered to students only with written permission from the parents. Any prescription drugs required by a student during school hours should be registered with the nurse.

Illness at School

When ill, students will be sent to the nurse's office, and the nurse will determine the nature and degree of illness and the course of action to be followed. The nurse will notify the Middle School office if a student is to be sent home. When the nurse or the Middle School office 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. The student will wait in the Middle School office until notified by the gate personnel that his/her transportation has arrived.

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 or HERSELF** but must get the nurse, principal, or a teacher to help. Students injured at school receive first aid from the nurse or school doctor.

Media Center Services

Teachers and students are invited to use the school library on school days from 8:00 a.m. to 3:00 p.m., Sunday through Thursday. The library will occasionally be closed. During Ramadan the hours and days may change. The library may be used by individuals for research, study and book checkout. Books may be checked out for 3 weeks and may be renewed if another student has not requested them. Students may check out as many as 4 books at a time. Encyclopedias and other reference books will not be checked out but are available for use in the reference area of the library. Teachers may arrange with the librarian to bring their classes to the library for research. Students are expected to quietly read or study and to help keep the library clean. No audible conversation, eating or drinking is permitted in the library.

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 two times the cost to compensate for processing and shipping. Report cards may be withheld from students who have unpaid replacement charges.

Computers

The library has student computers for database research, card catalog, word processing and internet. Students are forbidden from changing any computer setting that has been configured for optimal use.

Overdue Books

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

Standardized Tests

The MAP test measures students instructional level and academic growth throughout the school year and from year to year in Reading, Language Usage, and Mathematics. The tests are unique in that they adapt to be appropriate for students' levels of learning so that we can focus on every child's individual growth and achievement. Twice a year, in September/October and April/May, students take the tests over three consecutive days for a total of three hours of testing. The test is administered on a computer. Once students results are generated and ready for distribution, the Guidance Counselor will visit classrooms and go over general results. Students whose scores are lower than the overall average will be referred to the counselor for further support.

Activities & Athletics

ASK offers a variety of activity & athletic programs which include service projects, leadership opportunities, clubs, the fine arts and competitive competition. All students are encouraged to join and take an active part in our activities & athletics program. After-school activities operate from 3:10pm to 4:30pm throughout the year, while activities taking place in the mornings before school run from 7:00am - 8:00am. The American School of Kuwait is a member of the Near East Schools Activities Conference (NESAC) and the Kuwait American Schools Activities Conference (KASAC). ASK activity & athletic groups travel to other countries and also host international events.

Activity & Athletic Participation

As part of our strategic action, our goal is to engage all students in school activities and athletics. Thus, we will give careful consideration to any student applying for more than one officer position in year-long organizations. We believe that it is better to fully commit to one task and aspire for excellence rather than overextending and juggling multiple positions. Therefore, students applying for more than one officer position may not be considered due to their other commitments and obligations. Also, students are not able to participate in multiple seasonal (NESAC) offerings during the same season. Students are not able to participate in activity & athletic programs on the days that they are absent from their classes (unexcused absences) including on the days that they serve an in school suspension (ISS).

Activity & Athletic Eligibility

Participants are required to maintain a 2.0 GPA with no failing grades. Students are allowed to appeal their eligibility once in their middle school career to a panel including (but not limited to) the Activities & Athletics Director, a representative from the MS Administration and a member of the MS Teaching Staff selected by the Activities & Athletics Director. Eligibility status will be determined each quarter when report cards are issued. Season 1 eligibility is determined by the final report (cumulative) of the previous school year. Season 2 eligibility is determined by the first quarter report of the current school year. Season 3 eligibility is determined by the semester 1 (cumulative) report of the current school 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, game or activity. 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 an ASK absence/travel form issued by the activities office.

Activity & Athletic Probation

Students who are deemed eligible based on appeal to participate in ASK activities & athletics due to poor academic performance or behavior and attendance concerns will be placed on activity & athletic probation. Students on activity & athletic probation must display improvement in academic standing and keep an exemplary record of behavior and attendance in order to remain eligible. The Activities & Athletics Director will monitor the progress of all students on activity & athletic probation closely along with the MS Administration.

Activity & Athletic Awards

Members of teams and groups who have represented the school in co-curricular activities are honored at the annual spring Activity & Athletic Banquet. Recognition includes but is not limited to: Falcon Letters + Star Pins for Activity Involvement, Special Recognition Awards, MVP Awards, Falcon Awards and Falcon Family Awards.

Student Activities & Athletics

<u>Seasonal Activity & Athletic Offerings</u>		
<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
Academic Games (U14)	Basketball (U12/U14)	Band & Choir
Swimming (JV/V)	Swimming (JV/V)	Track & Field (U14)
Volleyball (U12/U14)		Badminton (U12/U14)
Soccer (U12/U14)		

<u>Other Activity & Athletic Offerings</u>		
Speech & Debate	Model United Nations	Art Club
Compassion Club	Beginners Band	Choir Ensembles
Fitness & Strength Training	HS/MS Musical	MS Drama
Falcon Media	HS/MS Yearbook	Roots & Shoots

<u>Honor Societies</u>	
National Junior Honor Society	Junior Thespian Honor Society

National Junior Honor Society

Through leadership development and meaningful community engagement, the ASK chapter of the National Junior Honor Society promotes the Four Pillars of the organization: Scholarship, Service, Leadership, and Character. In the second semester, students in grades 6 and 7 with a cumulative GPA of 3.7 are invited by NJHS advisors to complete an application for induction into the National Junior Honor Society. NJHS advisors distribute, collect and forward submitted complete applications to a council of middle school faculty members. The NJHS application includes a 250-500 word personal statement written by the applicant indicating how he or she exemplifies the Four Pillars of NJHS, and a verifiable record of the applicant's community service. In weighing its decision, the faculty council also considers student profiles completed by the MS Administration and the MS Counselor's office, and teachers' surveys assessing applicants' character and leadership traits. The faculty council selects exceptional applicants for NJHS induction whose outstanding academic achievements, experiences and personal qualities clearly exemplify Scholarship, Leadership, Service, and Character.

Junior Thespian Honor Society

The Junior Thespian Honor Society is a group that is dedicated to the furthering and promotion of the Theatre Arts. It is an Honors Society that is invite-only to those in Middle School who show dedication to any and all Theatre Arts. It is based on participation in the shows at ASK, on-stage, off-stage, backstage, direction, and choreography.

Student Recognition and Awards

Student Subject and Service Awards

Middle school students are honored for outstanding performance in their subject areas. At the end of the year, separate recognition ceremonies are held for every grade level.

High Honor Roll, Honor Roll

Each quarter students are recognized for their academic achievement.

1. Students with a GPA of 3.7+ are placed on the High Honor Roll.
2. Students with a GPA between 3.3-3.69 are placed on the Honor Roll.
3. Students who have Incomplete or NC (no credit) grades on their report cards are not eligible for Honor Roll or High Honor Roll

Presidential Awards

These awards are given to Grade 8 students at the end of the year. The American Presidential Office has defined the criteria and every award is stamped with the signature of the President of the United States.

Silver awards are earned by students who have met the following criteria: overcome challenges, shown tremendous academic growth in at least one core subject, contributed extensively to community

service or the arts (including music and drama), and consistently demonstrated integrity and good judgment.

Gold awards are earned through academic excellence and a consistent demonstration of integrity, leadership, high motivation, and intellectual depth. The following criteria have been established for the President's Award for Educational Excellence:

- Students must have "high" achievement on the MAP test.
- An accumulated Middle School GPA of 3.5 or above by the end of first semester in their Grade 8 year, inclusive of the Grade 6 and 7 GPAs.
- In addition, a student must receive two recommendations from teachers, one to reflect outstanding academic achievement in a core subject, and a second to address contributions to community service or to the school extra-curricular program.
- The Principal has the final authority to determine which students receive this award.

Middle School On Campus Schedule

This schedule applies when students are on campus for 5 days each week. The rotating schedule allows for students to see their teachers four times each week. We use a four day rotation. A schedule is not necessarily tied to a specific day of the week, however it will be a continuous cycle of day 1, day 2, day 3, day 4, then back to day 1 regardless of the day of the school week. Therefore, Sunday could be any of the four days schedule depending on what the previous school day was the week before.

Middle School	Day 1	Day 2	Day 3	Day 4
8:30 – 9:25	Class A	Class G	Class E	Class C
9:30 – 10:25	Class B	Class H	Class F	Class D
10:30 – 11:25	Class C	Class A	Class G	Class E
11:25 – 11:55	Lunch	Lunch	Lunch	Lunch
12:00 – 12:55	Class D	Class B	Class H	Class F
1:00 – 1:55	Class E	Class C	Class A	Class G
2:00 – 2:55	Class F	Class D	Class B	Class H

Acknowledgement & Agreement Form

A Partnership for Success

It is our firm belief that our school and our students will be best served when we work together in the form of a triangle: students, parents and school. At The American School of Kuwait, we expect our parents to assist us in the education of our students. The education begins by both parents and students reading this handbook, understanding all of the contents and agreeing to abide by the policies, rules and guidelines contained in the handbook. Parents and students must show that commitment by signing the acknowledgement and agreement section at the bottom of the page. Other ways that parents may assist us and their child work towards success are listed below:

- Ensure that your child arrives at school or online on time each day
- Send your child to school in a clean uniform each day or ensure they have met virtual school dress code requirements
- Ensure that your child gets plenty of rest each night (at least 8 hours)
- Provide classroom supplies and re-supply them as needed
- Guide your child with 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 day for your child to do his/her work
- Ensure your child is picked up promptly after school or school activities each day.
- 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/principal, if needed.
- Read the Middle School Handbook with understanding, especially sections on dress code, attendance, punctuality, academic honesty and appropriate use of computers/internet.

ASK Code of Conduct

As a member of the community:

I will live by its mission: to act practice compassion, seek innovation, and learn for life
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 contribution 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.

A Partnership for Success

We have read the ASK Middle School Handbook. We appreciate the importance of working together with ASK to achieve the greatest possible level of success. We have read thoroughly and understand the information within the document, including policies, rules and guidelines. Our signatures below indicate we agree to abide by the policies, rules and guidelines contained in the ASK Handbook and the Code of Conduct.

_____ Student Name

_____ Parent/Guardian Signature

____ Parent: Please initial here only if you **do not** wish your student's photo to appear in ASK publications.

This page must be returned signed digitally no later than September 20, 2020.

Middle School Supplies List 2020/2021

Note: Not all supplies are required for all students. Please consult your schedule.

Subject	Required Materials-1st day of school
All grades and subjects	2 ring binder (1) Sharpened pencils (20 minimum) 1 large eraser 6 pens-blue, black, and red 2 small glue sticks Scissors Colored pencils 2-3 highlighters in different colors Pencil sharpener <div style="text-align: center;"> Laptop (not a tablet) *Intel processor I3 or above 4GB RAM minimum Hard Disk: 50 GB free space Monitor: 11' screen minimum Sound Enabled Wireless card enabled USB port Battery life: 6 hours minimum (must bring charger everyday) </div> Flash drive (2GB minimum) Ruler Combination lock (not version with keys) *These are the recommendations. It is suggested to keep extras at home. *Students are encouraged to label all their supplies with their name.
AFL students	2 notebooks- colored pencils
Arabic	1 notebook
Algebra I students	Scientific calculator (Casio fx-99 Es Plus)
Language Arts	2 standard sized, college-ruled notebooks; plastic cover, sticky notes
Social Studies	Notebook or binder (with paper)
Science and Math	Graph paper 1 Standard sized notebook
PE	Notebook (Health) Navy blue/black athletic shorts Kit available in uniform store Running shoes Reusable water bottle
ELL students	Native Language-English dictionary
Art*	Drawing pencils (HB System) Pencil sharpener 2-3 Paint Brushes (<i>large & small</i>) 3 Black Sharpies (2 fine point and 1 ultra fine point) Sketchbook with spiral binding, No larger than 25cm x 35cm *other disciplines specific supplies may be needed
Drama	1 Notebook
Foreign Language	1 Notebook