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**AMERICAN ACADEMY FOR GIRLS**

Salwa, Block 5, Street 1, Kuwait [www.aag.edu.kw](http://www.aag.edu.kw) Tel.: (965) 25639612

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**The American Academy for Girls  
Elementary School  
Student/Parent Handbook  
2016 - 2017**



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## Disclaimer

*Policies and procedures, information, programs and courses are subject to change at the discretion of the School Administrative Team. While every effort was made to ensure that the 2016-2017 Student/Parent Handbook is accurate and up-to-date, some information may have changed between the printing and actual distribution of this handbook.*

AAG

Student/Parent Handbook 2016-2017



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### **School Song**

“The Girls from A.A.G.”

Girls from A.A.G. hold their heads up high.

Girls from A.A.G. strive to reach the sky.

We are strong,

We are smart,

And we have lots of heart,

We’re the girls from A.A.G.

We’re the girls from A.A.G.

We’re the girls from A.A.G.

We’re the girls from A.A.G.

And we are a family.

(Sung to the tune of “It’s A Small, Small World”)

### **Kuwait National Anthem**

Watani Al Kuwait Salemta lil majdi

Wa ala jabineka talia A saade

Watani Al Kuwait

Watani Al Kuwait

Watani Al Kuwait Salemta lil majdi



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### Welcome To Elementary School

Dear Parents,

Welcome to the Elementary School at the American Academy for Girls. Here at AAG, we do our best to develop minds that think and hearts that care.

Since the American Academy for Girls opened in 1996, the school has built a rich legacy of academics and achievement. Today, AAG fosters and teaches a spirit of success, sets high expectations and encourages not just a "can do attitude" but also the desire to do it well. Our programs support our belief that all students are achievers and that the elementary years are an exploratory time. We actively encourage all our students to explore their gifts through academics and activities.

This Student Handbook contains information that is important for you to know. However, there may be situations that arise during the school year that are not addressed in our handbook. In these cases, we ask that you contact us for advice and clarification. If you have any questions at all, please feel free to contact us at any time. Our school phone numbers are 2563-9612 / 14 / 15

We look forward to a great school year, and anticipate that it will be positive and productive. Please sign and return the Agreement slip at the back of this booklet to your daughter's teacher.

Thank you for your support!

Sincerely,

The Elementary School Staff



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## **Mission Statement**

The American Academy for Girls is a private, single gender school, which provides an American style education crafted to meet Kuwait educational requirements and encouraged students in their pursuit of academic excellence.

## **Core Values**

- Provide learning experiences to cultivate self respect, resilience, and integrity
- Create opportunities for personal, social, and academic excellence through the advancement of analytical skills, independence, and responsibility
- Maintain open lines of communication and work together with the school community for the success of students
- Develop citizenship, worldwide awareness, and an understanding for diversity
- Continuously assess and modify the school's curriculum to provide an optimal learning environment

## **Profile of an AAG Graduate**

The American Academy for Girls believes in fostering an environment for high academic achievement by empowering girls and young women to be:

- Critical thinkers and problem solvers
- Effective communicators
- Academic achievers in a collaborative environment
- Global citizens

We believe that learning is best achieved with parental involvement and community collaboration. The American Academy for Girls welcomes all nationalities and teaches appreciation of different cultures and respect for diversity within the international community.

## **Essential Considerations**

- The school is subject to regulations as dictated by the Ministry of Education.
- The school must follow censorship rules as defined within Kuwait law.
- As a private, proprietary school, the owners finalize all major decisions.
- The school adheres to a financial plan based solely on tuition payments.

## **Objectives**

AAG will fulfill its philosophy according to the following:

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Student/Parent Handbook 2016-2017



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- Providing an American-style education which values creativity, independence and accountability and academic growth and knowledge.
- Creating an environment of respect and ethical conduct among all members of the school community.
- Continuously evaluating and modifying existing curricular programs and practices to provide the most effective learning environment.
- Regularly communicating with parents and students in order to work together to foster academic success.
- Encouraging social responsibility, active citizenship and respect for diversity through participation in a variety of intra-cultural and international activities.
- Structuring, modeling, and sustaining the academic standards required for student success in present and future endeavors.

### **Elementary School Philosophy**

AAG offers an instructional program based on an American-style curriculum combined with Arabic and Islamic studies, whose curriculum the Kuwait Ministry of Education requires. We believe that each student progresses uniquely through every developmental learning stage. Thus, we provide a supportive learning environment which moves through the curriculum from basic readiness activities to the higher level thinking skills necessary for independent and group learning activities.

The Elementary Program provides instruction in the areas of Language Arts, Mathematics, Science, and Social Studies. It is enhanced by courses in Computer Technology, Art, Music, Physical Education and Library Science.

AAG offers differentiated learning experiences to meet the diverse needs of students at each grade level. Learning is enhanced by creative and interactive experiences which may include Science Lab, Center Work, Writer's Workshop, and other student-centered learning activities.

The Elementary School staff believes that by providing a comprehensive program in a positive and stimulating learning atmosphere, each student will have the opportunity to become a curious, confident and capable learner.

AAG will fulfill its philosophy by:

- Creating a climate that reflects an atmosphere of respect, trust, high morale, cohesiveness, and caring among all members of the AAG community;
- Providing an American-style learning environment that promotes the intellectual, physical, social, and emotional well-being of our students, collectively and individually;
- Staffing the school with qualified, competent, compassionate, and experienced support staff, teachers, and administrators;
- Monitoring the curricula and our practices to assess their appropriateness and effectiveness;
- Communicating regularly with parents in order that the school, parents, and students work together to promote student learning;



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- Encouraging good citizenship, social awareness and an appreciation for all cultures through participation in a variety of activities;
- Promoting and encouraging the academic standards required for success in future endeavors;
- Supporting our teaching methodologies through on-going professional development and evaluation.

In addition, the staff offers opportunities for the students to experience a well-rounded education. These activities include, but are not limited to:

- Science activities
- Interdisciplinary projects and class projects
- Holiday celebrations
- Field Trips
- Activity days
- Sports Day
- Monthly Assemblies
- Concerts
- International Studies

Students are expected to participate fully in all curricular studies as provided by our staff.

### **Non-Discrimination**

AAG admits students of every race and nationality, and extends to them all rights and activities of the school.

### **ADMISSION**

The American Academy admits students without regard to race, ethnic background or students of other faiths. All perspective students seeking admission at AAG must follow the admissions procedures outlined below. Parents are encouraged to contact the Principal before the admission process begins.

### **Admission Process and Requirements**

- Complete application form for each student.
- Complete the Emergency Form for each student.

Complete the following:

- Submit a copy of either the student's nationality certificate or Civil ID Card. (Kuwaitis)
- Submit a copy of the father's passport with official residency. (non-Kuwaiti)
- Submit three recent passport photographs.
- Submit a copy of the birth certificate.
- Submit the student's health file report card from previous school at the time of registration.
- Pay registration fees of KD 100 (non-refundable) to the Business office.





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- Make an appointment with Admission's officer for an entrance exam and interview.
- Each student takes scheduled examination after payment of KD 20 (non-refundable)
- The results of the examination are reviewed by the Principal and the Director. Parents are then notified of the decision regarding admission/non-admission.
- Parents receive the Health documents which must be completed and submitted to the Nurse prior to the student's first day of class.
- It is the responsibility of parents to inform the registrar if they are aware of any special education needs and difficulties that the student may have at the time of submission of the application.

### **Registration**

Registration of new students or re-registration of those students currently enrolled will take place in the spring. Parents will be informed of the exact date of registration. New students must present a certificate of Birth, civil ID card, and report card from previous school at the time of registration, attendance, and behavior report.

### **Parents' Responsibilities**

The parents are the primary educators of their children; the school works as a partner with the parents to secure the education and formation of the children. The parent will have the responsibility to work in cooperation with the school to secure a successful experience for the child.

### **Permanent Record**

A permanent record must be maintained for each student; the student's official file should only contain these items: academic transcript, academic testing, health records, emergency information, and academic or behavior information.

### **Release of Student Records**

All materials in the students file shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff, to the legal guardian, and parents. The parents are to be made aware that they have the right to this information. The parent or student who wishes to have access to student records should notify the Principal in writing. The school will grant access within 24 hours of the request.

### **Parent/Student Emails**

Parents are requested to give the school an updated email so that they can have access to all teacher-student communication and ease of communication with the school administrators and teachers.



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### **Change of Address/Telephone**

It is vital that the school office has up-to-date contact information. Parents are asked to notify the office as soon as possible in the event of any change of address or telephone number. Communication and the safety of your child depend on such information. Every child should have an emergency form filled out by a parent or guardian on file in the school office.

### **ELEMENTARY SCHOOL ACADEMIC PROGRAM OVERVIEW**

#### **English Language Arts**

The vision of the Elementary Language Arts Program is that all students will learn to their fullest capacity. The Elementary Language Arts program is a continuum of literacy skills and strategies for students in Grade One through Grade Four. This continuum includes processes critical to reading, writing, speaking, listening, information management, and the use of technology. In Grades One and Two, the primary goal is to teach all students to read and write fluently and comprehend a variety of fiction and nonfiction selections from all areas of the curriculum. In Grades Three and Four, students continue to acquire and refine strategies from comprehending and analyzing selections of all literary types and materials which relate to all subjects.

From Grade One through Grade Four, students learn the structure of language and use the writing process to produce narrative, persuasive, expository, and technical writings.

In English Language Arts, students should be able to:

- Use oral language (listening and speaking), reading, and writing as primary ways to learn
- Effectively communicate with others through speaking and writing
- Read and write on or above grade level

The goals of the Elementary English Language Arts program are defined by the Common Core State Standards (CCSS) for English Language Arts and Literacy, which include areas of: reading, writing, speaking, listening, and language. More information on the standards and their exact content can be found online at: [www.corestandards.org](http://www.corestandards.org)

#### **Mathematics**

The content of the mathematics curriculum is also guided by the Common Core State Standards. Though the standards for content vary by grade level, all students will be held to the same Standards for Mathematical Practice, including:

- Make sense of problems and persevere in solving them
- Reason abstractly and quantitatively
- Construct viable arguments and critique the reasoning of others
- Model with mathematics
- Use appropriate tools strategically
- Attend to precision



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- Look for and make use of structure
- Look for and express regularity in repeated reasoning
- Students will relate concepts and procedures from different topics in mathematics to one another and to other disciplines, using a variety of representations-- graphical, numerical, algebraic, verbal, and physical.

## **Science**

In the elementary grades, students receive an introduction to the study of the content area disciplines through a curriculum that is activity oriented, content rich, and embedded with the opportunities to reinforce thinking skills. The content area disciplines lend themselves to the integrated approach to instruction.

The framework for our science curriculum is guided by the Next Generation Science Standards (NGSS). It includes the study of physical, earth, and life science that builds upon each other throughout the students' K-12 science education. Content and skills are taught through a hands-on approach that emphasizes inquiry, scientific experimentation, and science process skills. More information can be found at:

[www.nextgenscience.org](http://www.nextgenscience.org)

## **Social Studies**

Many aspects of geography, history, and health are covered in our elementary social studies courses. With the AERO standards to guide curriculum and instruction, we ensure that each student has a foundational understanding of self, country, and international communities that will be built upon throughout the K-12 education. Historical events and facts, geographic features and economic trends combined with civic rights, roles and responsibilities enable students to determine how societies have evolved and how they function, as well as their place within their own communities. (American Education Reaches Out, [www.projectaero.org](http://www.projectaero.org))

## **Art, Music and Physical Education**

Students in the elementary grades participate in art, music and physical education classes taught by a specialist in each of these areas. Follow-up activities are also provided by the classroom teacher, and art and music are frequently highlighted within thematic units. The sequential curriculum includes both skills and concepts that allow students opportunities to express creativity and individualism. Physical fitness and well-being are emphasized in physical education, which introduces students to sports, balance and coordination, teamwork, and good sportsmanship.

## **Computer Technology**

Student learning is enhanced through the use of computer technology. Data access, retrieval, and processing support instruction in reading, writing, and research. Informational technology is an integral part of student growth and academic success in the 21<sup>st</sup> century, and it helps students acquire information from a variety of sources to produce effective oral and written presentations. Students use the computer lab on a weekly basis for classes and at other times as needed.



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### **Library Media Center**

The library media center houses a collection of books and other materials to support the curriculum as well as children's reading interests. Children are encouraged to check out books and read them independently. Students in Grades 1 – 4 visit the library as a class on a weekly basis.

### **English as a Second Language (ESL) Service**

Listed below are the guidelines for how we determine whether a student is in need of English as a Second Language (ESL) service:

- When a classroom teacher is concerned about a student, she fills out a “Student Referral Form for ESL Services” and submits it to the counselor.
- The concern is taken to the Child Study Team (principal, guidance counselor, ESL teachers, classroom teacher and the nurse). The team determines the appropriate follow through.
- If it is determined that the student may need ESL Services she will be tested by ESL staff.
- If the tests indicate that the student needs additional assistance in acquiring English skills, she will be supported as the Child Study Team determines.
- Once the student is receiving special support, she will continue to be supported as staff is available, until her class work and post-test results demonstrate she can return to regular programming.

### **School Counseling Services**

The School Counseling program is proactive in its focus and based upon the developmental stages of students in Grade One through Grade Four. Because student needs vary at different age levels, the areas of emphasis will vary accordingly. The program builds a foundation for learning in the following areas:

#### Academic/Educational

- orientation/transition to the educational environment
- resolution of problems which interfere with learning
- awareness of academic abilities, strengths, needs, and interests
- knowledge of effective study/test-taking skills

#### Personal/Social

- development of increased self-understanding
- establishment of positive relationships through effective communication skills
- acquisition of problem-solving/decision-making and coping skills
- encouragement of self-directed and responsible behavior
- understanding of the need for positive attitudes toward school, learning, community and society



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School counselors encourage a cooperative relationship between school and home. Strategies include consultation with teachers, parents, and administrators; personal counseling for small groups or individuals; and information for referral to community resources, as needed.

### **Assessment Philosophy**

Assessment for Grades 1 – 4 at AAG is based on many tools including standardized tests, quizzes, in-class performance based tasks, and individual and group projects. Each student also has a portfolio with samples of work that show progress throughout their elementary education. Teachers will:

1. Use diagnostic, formative and summative assessment tools that are varied and reflect different learning styles
2. Teach students appropriate test-taking and project-organization skills
3. Educate students on responsible scholarship
4. Keep records of grades and anecdotal notes in a record book
5. Use assessment data to determine programming and teaching styles
6. Report student achievement and effort grades to students and parents
7. Meet with parents during first term to discuss student progress and areas for growth
8. Meet with parents during second term, as deemed necessary by either teacher or parent, to discuss student progress and areas for growth
9. Contact parents through phone calls or letters throughout the year as deemed necessary

### **Measures of Academic Progress (MAP)**

Students will complete Measures Academic Progress (MAP) testing three times a year (fall, winter, spring) to determine their progress. MAP stands for “Measures of Academic Progress” and is an assessment used to measure what students have learned in math, reading, and writing. Many of the school-wide or grade-wide tests given to students are “traditional standardized” tests. This means that every student is given the exact same test, then their results are compared to other students their age. The MAP is different in that not all students see the same questions. MAP is a “computerized adaptive test” that can adjust the difficulty of the questions to the level of the student. The test, which has no time limit, will start with a question that matches the student’s grade level. If the student answers the question wrong, the computer will pick an easier question next. The rest of the questions will be determined by the student’s performance on previous questions.

Since the MAP is taken on a computer, the test score is available as soon as the student finishes it. The score is given as a Rausch Unit (RIT), which is a special type of number scale that measures student achievement. A RIT score will vary from grade to grade as a student grows.

### **Dynamic Indicators of Basic Early Literacy Skills (DIBELS)**

Students will also be tested using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) three times per year (beginning, middle, end) to determine their literacy level. This testing is done individually and results for each student are tracked over the year, both for the student’s personal growth and where her level



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is compared to the class, grade level, and the US national data system norms. Based on the student's score across the different areas, reading intervention may take place, either formally through the ESL service or informally within the classroom.

### **Report Cards**

The year is divided into four terms which end in November, January, March, and June.

At the end of each term a report card is issued to the student. Report cards will display the student's academic progress and the student's effort across all subject areas. They will also contain specific comments regarding the student's strengths, her areas of weakness, and the next steps that will be taken to assist her learning. Parents keep the report card and send the signed envelope back to their daughter's teacher. Students will also receive interim progress reports which indicate early successes or concerns in checklist form.

### **Academic Probation**

Students that are at risk for failing a term or year based on teacher observation, in-class work and assessments, both formal and informal, will be placed on academic probation. These students will receive bi-monthly reports of their general academic progress and details on how they may improve their grades. Parents are expected to read these reports, and sign and send the return slip back to the school promptly. Parents may also be requested to attend meetings or have telephone conferences with AAG staff. Parents are welcomed to initiate these meetings.

### **Homework Policy**

Students will be provided with agenda books. This book is an excellent communication tool for both teachers and parents. Your child's teacher will inform you on how she will be using the book. Generally, homework will be completed with the homeroom teacher on a daily basis, but students will be expected to read their library books or other daily readers at home every day. Some optional review work will be sent home, especially for upcoming tests and quizzes. Occasionally, individual creative projects will also be worked on at home.

### **Missed Work**

Students are responsible for completing all work that is missed during an absence, tardy or early dismissal. When a student has to be absent for several days due to a medical reason, parents are encouraged to call the school and obtain assignments to be worked on at home prior to the student's return.

### **Tests and Quizzes**

The purpose of tests or quizzes is to assess academic progress in a certain area. This is only one form of assessment used in the elementary school. Teachers teach students test-taking skills relevant to their grade level. When a test is scheduled the students and parents will receive prior notification so that the student has



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time to review and prepare at home. Because tests should be taken under optimum conditions, teachers will make every effort to schedule only one test a day. Dates of tests are at the discretion of the teachers, but will not take place on Sundays unless several days notice has been given. Any test or quiz that is missed must be made up within the first two days the student returns to school if the absence is due to illness. Otherwise, the test or quiz must be made up the day the student returns.

### ATTENDANCE GUIDELINES

Regular school attendance is important to school success. Therefore, the importance of consistent and punctual class and school attendance cannot be overemphasized.

#### School Hours

School hours are 7:30am until 2:30pm. Please be aware that there is no staff supervision before 7:00am or after 3:00pm. In addition, students are not allowed to return upstairs after school for materials that are left behind. Elementary students are not permitted to stay after school to attend middle school or high school events with their older sisters. They are to either go home separately or wait in the school lobby.

#### Absence from School

- An absence of three or more consecutive days requires a note from a Medical Doctor
- After 15 absences, the Ministry requires that a registered letter be sent to the parents
- After 25 unexcused absences, the principal will review the individual case and it may be referred to the Ministry for further action.

#### Vacations

Parents are requested not to schedule vacations or extended holidays during the school year. If this is unavoidable, parents are requested to notify the school in writing one week before the absence. Such an absence is considered unexcused.

#### Tardies

The first bell rings in the Elementary School at 7:20 am. Students are expected to be at school by this time. Classes begin at 7:30 am and any student who is not in her seat, ready to work will be considered tardy. \*\* Each student will be granted 5 “free” tardies (arrivals after 7:30 a.m.) per term. On the 6<sup>th</sup> morning tardy, the students will not be admitted and result in having Out-of-School Suspension. Once that has occurred, the 5 “tardies” will be started again until the completion of term. This tardy and absence from school will be considered unexcused.

- Car trouble or traffic problems are not considered excused.
- Students and parents will be notified by warning letter as tardies accumulate.



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## Early Dismissal

Taking students out of school before 2:30 p.m. dismissal is strongly discouraged. It not only results in this student missing work, it but disrupts the other students’ learning and the teachers’ lesson flow. Parents are asked to schedule doctor and dental appointments after school hours or on weekends. **\*\*If early dismissal of a student is unavoidable the student is required to bring a note to school in the morning or notify the ES Administrative Assistant by 10 a.m. If there is no note, the student will not be allowed to leave until 2:30 p.m. unless it is a family emergency (i.e. an accident, birth of a baby, etc). If the student is returning after the appointment, she must sign in with the receptionist.**

## Perfect Attendance

A certificate will be given to students who have no tardies and no absences for the entire term.

## School Uniforms

School uniforms are to be worn by all students. On occasion, we have free dress days that involve a theme. Students may dress in clothes other than their uniform on those days, which generally occur once monthly. Otherwise, full uniform is expected every day.

## Dress Uniform

- Red AAG sweater only
- White AAG collared shirt
- AAG plaid pants or dress
- White stockings or socks (long or short)
- Flat black dress shoes only. Other colors are not allowed.
- AAG I.D. badge and lanyard
- Simple and safe jewelry is permitted
- White, red or black hair accessories – all long hair **MUST** be worn in a braid or ponytail
- No nail polish is permitted

### P.E. Uniform - Warm Weather

- Plain AAG shorts
- Plain white AAG collared golf shirt with short sleeves
- Plain white athletic socks
- Athletic shoes (no “cros”)
- AAG badge
- Simple and safe jewelry is permitted
- White, red or black hair accessories

### P.E. Uniform - Cold Weather

- Plain grey AAG tracksuit
- Plain white AAG collared golf shirt with short sleeves
- Plain white athletic socks
- Athletic shoes (no “cros”)
- AAG badge
- Simple and safe jewelry is permitted
- White, red or black hair accessories





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Most uniform items can be purchased from the AAG uniform shop. Contact the school for hours of operation.

If students arrive out of uniform, they will not be permitted to attend class. They will complete their studies in the Principal's office until appropriate dress is brought to the school.

On free dress days, students may dress out of uniform according to the following guidelines:

- No ripped or torn clothing
- No see through clothing
- Knees, shoulders and midriff are covered
- No tight clothing

Note: If these guidelines are not met according to the Principal's discretion, the student will complete her studies in the Principal's office until appropriate dress is brought to school.

### **ELEMENTARY CODE OF CONDUCT**

1. Students must be in school uniform. School uniforms or other visual markers must be worn on all field trips for easy identification.
2. Students will not chew gum or eat candy at school. Gum, candy and soft drinks must not be brought to school.
3. Students must be on time for all classes.
4. Students will not bring electronic toys, cell phones, MP3 players, cameras, or radios to school. Student will surrender the item to the office and pick it up at dismissal. If brought a second time, the item will be surrendered to the Principal who will return it only to a parent. There are occasions in which cameras are appropriate. Students will be given permission on those occasions from the Principal.
5. Students must label all personal belongings and keep them in the assigned places.
6. Students will have parents sign all notes, report cards, progress reports and disciplinary forms when required.
7. Students will display appropriate behavior and language to other students and all adults.
8. Students will respect all people and property.

### **Behavioral Probation**

Every effort is made to encourage students to maintain proper behavior and follow school and classroom rules while they are at school. In the event that a student develops problems in these areas, she may be put on behavioral probation. Students on behavioral probation will receive a bimonthly report from their homeroom and/or specialty teachers. This will be in checklist form with a section entitled "Next Steps" in which steps will be delineated on how the student can move toward becoming more successful in the affected areas. As with the academic probation reports, these behavioral probation reports will be used as increased communication with parents, support for students, and information for future teachers, as well as to support a possible decision to retain or exit a student from AAG. Parents are expected to read these reports, and sign

AAG

Student/Parent Handbook 2016-2017



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and send the return slip back to the school promptly. Parents may also be requested to attend meetings or have telephone conferences with AAG staff. Parents are welcomed to initiate these meetings.

**Please see the Elementary School Discipline Policy at the back of the handbook for further details.**

### **Elementary Awards**

Because we believe that excellent academic performance and good behavior have their own rewards for a student, we actively encourage the students to strive to be the best they can be.

The following programs promote this motto:

### **Kind Kids Club**

This year the Elementary School we will be creating a Kind Kid's Club. The goal of this club is to promote kindness, compassion, teamwork and the feeling of unity between our students. All students are welcome to apply to be in the Kind Kid's Club and can see the Counselor or ask their teacher for a Club application. Each week, applicants will receive a kindness mission that they will have to complete by the end of the week. Such missions include befriending new students, cleaning up after themselves and others, writing thank you notes to those who keep our school safe and clean, and many more acts of kindness. Members of this club will also have other responsibilities such as helping fellow students with minor needs, being a friend to a classmate in need, standing up for others who are being picked on or bullied, helping resolve minor conflicts among peers, and setting a good example for others to follow.

### **Student of the Month Program**

The purpose of this program is to acknowledge students for outstanding effort during a particular month. The student who receives this must be punctual, responsible, and display positive behaviors. A student can be selected for any combination of the following reasons:

- Outstanding effort in one or more areas
- Improved effort in one or more areas
- Improved behavior
- Citizenship/Leadership Qualities

### **Library Services**

Students may use the library from 7:00 a.m. until 2:30 p.m. on school days. Normal checkout time is 2 weeks. Students who do not return books when they are due will lose library privileges. Students who lose or damage books are responsible for replacement of the book(s)-this cost will be 15KD for each. The school will hold report cards and transcripts until books are returned or replacement charges are paid.

### **Health Services**

In order to facilitate learning, parents should ensure their children have:



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- Proper nutrition, which includes breakfast before school and a healthy snack at school
- Proper sleep, trying to adhere to a set bedtime schedule, with a minimum of 8-10 hours a sleep each night
- Daily exercise
- A well lit, well ventilated, and quiet study area

### School Nurse

A registered nurse is at school throughout the school day. Her role is to:

- Maintain up-to-date student health records. Parents must complete a health information sheet which is distributed at the start of each school year and provide all required medical records, including BCG card, physical fitness card and a photocopy of vaccination records
- Provide information and direct the parents when vaccinations are required by the Ministry of Health
- Administer medications required by students to be taken during the school day upon the written instruction from parents. These medications must be kept in the nursing office.

Any matters pertaining to student health must be directed to the school nurse. All health records will be maintained in confidence.

### Illness at School

At their discretion, teachers will send students to the nurse's office when students feel ill. The nurse will assess the student and determine the appropriate course of action to be followed. She will inform the parents if the student needs to be sent home and will also notify both the teacher and Principal.

### Accidents and Injuries

Any injury that occurs at school must be reported to the nurse. **STUDENTS MUST NOT ATTEMPT TO MOVE ANYONE WHO CANNOT MOVE HERSELF.** Injured students will receive first aid from the nurse. Parents and the Principal will be contacted.

## SOCIAL SERVICES

### Elementary School Counselor

In addition to testing new admissions and overseeing student life, the elementary counselor meets with individual students who may find themselves in conflict with others or who may be going through a period of adjustment. Please assist us in promoting your daughter's learning by informing the school, through our Counselor or the homeroom teacher, of important changes or events in family life, such as births or deaths. Often, such changes can cause a period of adjustment during which young learners may need extra support or positive attention from school staff. We are happy to support families as they go through periods of change provided we are made aware of these events.



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In addition to providing individual and group counseling services, the elementary counselor may be involved in many aspects of school life such as:

- Testing
- Orientation, exit and transition programs
- Parent and Student Workshops
- Staff Development
- School-wide standardized testing
- Child Study Teams
- Character Education
- Intervention
- School development committees
- Academic probation
- School-wide activities
- Classroom management

The counseling experience is intended to be a positive one and all decisions will be made in the best interest of the child. With the support of the school community, the elementary counselor will meet the needs of our students while helping to build strong bonds of respect, cooperation and communication between teachers, administrators, students and parents.

### **Transportation**

Transportation of students to and from school is the responsibility of parents. Bus services are available from a private bus company, which has a representative at school. Arrangements can be made for this service by contacting the Registrar.

### **Bus Rules**

- Students must remain seated at all times.
- Students will not litter on the bus.
- Noise will be kept to a minimum.
- There will be no “horseplay” on the bus.
- Students and parents are responsible for any physical damages to the bus.

Students who regularly ride the bus but wish to be picked up from school by a parent must have a written note in their agendas or notification to the Elementary Administrative Assistant. If there is no prior notification that they will be picked up, students will be sent home on the bus.

## **GENERAL INFORMATION**

### **Student Lunches**

Students will have lunch from 10:00 until 10:40 a.m. in the canteen and play areas. Students may buy items from the canteen and/or bring their lunch with them. Students should bring healthy food to school. Candy, chocolate, and soft drinks like Pepsi, Coke and 7Up are not allowed. Glass containers are not permitted. Most classes also have a snack during the day. Students should bring fruits, vegetables, sandwiches, yogurt, or other nutritious foods from home. Students are also encouraged to bring their own small plastic water bottle.



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### **Money and Valuables**

Students are advised not to bring valuables or large sums of money to school. The school assumes no responsibility for any money, valuable items or school tools such as pencil cases or library books, for example, that are lost or stolen.

### **Flag Ceremony**

Twice weekly, the Arabic staff holds a flag ceremony in the Elementary playground at 7:15am. They lead the students in the singing of the National Anthem and readings from the holy Qu'ran. On occasion there may be a special reading, dance or presentation by students.

### **Parties**

No birthday parties are to be celebrated at school. Individual teachers will inform parents when they are scheduling a class party. If parents wish to send a small snack to school, they may do so only on Thursdays.

### **Pets at School**

No pets are allowed on the school grounds without prior permission from the Principal. This includes before and after school on the playground. This is for the safety and well being of all students, staff and parents.

### **Field Trips**

Field trip notification will be sent home at least one week prior to the planned field trip. If parents do not want their daughter to participate, they should notify the teacher on the permission slip. Field trips will take place between 8:00 a.m. and 1:00 p.m. unless special transportation arrangements have been made and parents are notified of the change. Children not attending field trips by choice of their parents must remain at home. Students who display continuous disruptive, inappropriate or uncooperative behavior at school may not be permitted to attend field trips off school grounds as they are representing our school. Students on Behavioral Probation will not be permitted to attend field trips. Parents will be notified of this ahead of time. Please see the Discipline Policy and Code of Conduct for further details. It is rare that early dismissal will take place on the day of a trip. If so, parents will be contacted in advance by AAG staff.

### **Programs/Shows**

During the school year there will be opportunities for parents to attend performances and shows put on by the students. Please arrive on time. Due to limited seating, only two adult family members may attend. No maids/nannies, or siblings should attend. It is very important that respect be shown to all the students who have worked hard, so please remain seated throughout the entire performance. Do not leave when your daughter has finished performing.



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### **Enrollment**

Classroom assignment of students is the sole responsibility of the AAG Elementary staff and administration. Parent requests for specific teachers may be submitted but will not be guaranteed. Classes will not be changed after school has begun.

### **Withdrawal**

Parents who decide to withdraw their daughters from AAG should notify the registrar personally and in writing as soon as possible and no later than one week prior to their departure. They also need to obtain the necessary forms and checklist for withdrawal. All obligations (library books, textbooks, lockers, fees, etc.) must be cleared before any records or transcripts can be released.

### **Student Fee**

Each student is asked to bring 20 KD to the school each September to be given to the homeroom teacher. This assists the teacher in purchasing materials for special crafts, such as gifts for Mother's and Father's Day, special supplies for unique activities, etc.

### **Student Agenda**

Each student is provided with an agenda for the year. It is a crucial communication tool between home and school. If the student loses this agenda, a second one will be provided at a cost of 5 KD.

### **Backpacks**

Students should regularly clean out their backpacks so that they do not become heavy. Materials, toys, and other items that are not necessary for the school day should be left at home. Rolling bags are a safety hazard on stairs and should be avoided.

### **Emergency Procedures**

#### **Continuous Siren-Internal Hazard-Evacuate the Building**

In case of a fire or emergency evacuation, every student is to leave the building as quickly and as quietly as possible. Students should assemble in an orderly fashion in designated locations. Evacuation procedures are posted in each classroom and are reviewed on a regular basis.

### **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 a fee for damages or replacement. Fees include:



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## ***Fines for damaged textbooks:***

Normal Wear	NO FINE
Writing and torn pages	2.000 KD
A lot of writing	15.000 KD
A lot of torn pages, or cover	15.000 KD

## ***Fines for lost textbooks:***

Students will be expected to pay the full price to replace and to ship the textbook.

## **ELEMENTARY SCHOOL DISCIPLINE POLICY**

Here at AAG we do our best to develop minds that think and hearts that care. In order to promote minds that think and hearts that care, we strive to create a safe and productive working and learning environment for all. Our staff teaches positive school rules; social emotional skills development; positively reinforces appropriate student behavior; uses effective classroom management; provides early intervention and support strategies for misconduct; and uses an appropriate use of logical and meaningful consequences including the use of restorative practices.

## **STUDENT RESPONSIBILITIES**

Students are expected to learn and model Student Behavioral Expectations, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

### **Student Behavioral Expectations**

#### **1. BE SAFE**

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards
- I help maintain a clean and safe campus
- I report any bullying or harassment.
- I avoid verbal and physical conflict

#### **2. BE RESPECTFUL**

- I treat others the way I want to be treated.
- I respect rules and school authority.
- I am honest with myself and others.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

#### **3. BE RESPONSIBLE**

- I take responsibility for my actions.
- I choose how I respond to others.



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- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

#### 4. BE MINDFUL

- I am mindful of my surroundings and other's feelings

### CONSEQUENCES FOR STUDENT MISCONDUCT

School discipline consequences strive to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's misbehavior. In support of this environment, our team has created the following policy document. It is a tool used by staff members to make fair decisions regarding student conduct. AAG Students will be subject to disciplinary action for designated acts if the acts are related to school activity or attendance and which occur at any time, including, but not limited to, any of the following:

- The student is on school grounds
- The student is on field trips, a school bus or at school- related activities

If you have any difficulty understanding this policy, please contact the school for assistance.

Offense	Definition	Disciplinary Level
<b>Rude or Disrespectful Behavior</b>	The negative attitudes, behaviors and actions of one person towards another	1,2,3
<b>Misusing AAG Property</b>	The rough or inappropriate use of AAG property	1,2,3
<b>Verbal arguments</b>	The instigation of or prolonged participation in aggressive verbal arguments with aggressive body language. The argument isn't easily diffused and appears to be escalating to physical violence	1,2,3
<b>Lying</b>	Any untruthful statements with the intent to mislead, including lying by omission	1,2,3
<b>Obscenities in Arabic and English</b>	Written or verbal obscenities or hurtful, denigrating, racist or exclusionary terms in	1,2,3





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	English or Arabic to students or staff	
<b>Repeatedly instigating trouble amongst peers</b>	Any behavior intended to upset, splinter, distract, confuse, anger, belittle or annoy any peers or peer groups	2,3
<b>Cheating</b>	Any inappropriate test/quiz/homework/project completion behavior with the intent to present work which is not one's own	1,2,3
<b>Out of class without permission</b>	Being away from the class without the teacher's knowledge or consent	1,2
<b>Graffiti</b>	The drawing, writing, carving or marking of any property other than the student's with or without the intent to harm	1,2,3
<b>Trespassing</b>	Wandering in areas that are not permitted	1,2
<b>Dress Code Violation</b>	Repeated non-compliance with dress code	1,2
<b>Continuous Disrespect to Staff</b>	These behaviors may include but are not limited to repeated back talking, blatant insubordination, and arguing	1,2,3
<b>Theft</b>	Receiving, taking or helping someone take things that don't belong to you	2,3
<b>Forgery</b>	Signing names or writing messages with the intent to represent someone else	2,3
<b>Physical Acts</b>	Any physical violence, fighting, or aggression against another person serious bodily harm	2,3
<b>Weapons</b>	The bringing of dangerous objects to school with or without the intent to harm	3
<b>Use of Objects as Weapons</b>	Using any object as a weapon	3



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	with the intent to harm	
<b>Uttering Threats</b>	Verbal threats with the intent to intimidate or cause harm	1,2
<b>Misuse of Technology</b>	Use of computers and Internet for other than educational purposes	1,2,3
<b>Other</b>	Any kinds of misbehavior not listed above	1,2,3

Level One offenses are to be immediately dealt with on a non-administrative level by any AAG staff member. The staff member will liaison with or inform the Homeroom teacher. Should the misbehavior continue, the student will move to the next level.

Level Two offenses are to be immediately dealt with by any AAG staff member. Actions will include administrative staff. Parents will be contacted. Should the misbehavior continue, the student will move to the next level.

Level Three offenses are to be immediately dealt with by any AAG staff member. Actions will include administrative staff. Parents will be contacted. Should the misbehavior continue, the student may be put on behavioral probation, suspended, or expelled.

<b>Level One Consequences Staff Members/ Teachers</b>	<b>Level Two Consequences Teachers</b>	<b>Level Three Consequences Principal</b>
<b>1</b> Verbal warning Verbal apology Written apology Timeout Loss of lunch recess Making restitution Writing assignment  <b>**parents contacted</b>	<b>2</b> Written warning Parent phone call Parent meeting Behavior contract Loss of lunch recess Making Restitution Community service Missing field trips and special events  <b>Behavioral Probation</b>  <b>**parents contacted</b>	<b>3</b> Parent meeting Behavior contract Half day ISS* Full day OSS** Making restitution Community service Principal Missing field trips and special events <b>Behavioral Probation</b>  <b>**parents contacted</b>

**Consequences can include one or more of the above actions.**

\*ISS- In-school Suspension    \*\*OSS – Out-of-school suspension



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### Agreement Slip

**I have read the American Academy for Girls Student Handbook for 2016-2017. I understand the content and meaning of the information contained in the handbook, and I agree to follow the requirements.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I have read and understand the AAG Elementary School Discipline Policy.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please tear out this page and return to your daughter's teacher by the 22<sup>nd</sup> of September. Thank you for your assistance and support in maintaining high standards for our Elementary School.

We look forward to a positive and productive school year!

Elementary Staff