



HIGH SCHOOL

STUDENT/PARENT HANDBOOK 2017-2018

The American Academy for Girls
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AMERICAN ACADEMY FOR GIRLS

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

The American Academy for Girls High School 2017 – 2018

High School Principal

Ms. Shannon Rooney

High School Principal Assistant

Mrs. Fay Al Mutawah

High School Guidance Staff

Mrs. Iman Hamadi – High School Guidance Counselor (Grades 11/12)

Mrs. Pilar Charlie – High School Guidance Counselor (Grades 9/10)

High School Secretary

Mrs. Rasha Abu Matar

Department Leaders

Nabila Al Saedei (Arabic)

Rateeba Saed (Religion)

Fatima Kashmar – Fine - Arts k-12

Salwa Megadish – P.E- K-12

Iman Hamadi – K- 12

Department Leaders (Grade 9-12)

Zainab Rakan - English

Komal Khanna – Math

Cristina Birlan – Science

Rashida Outlaw- History

Grade Level Team Leaders

Team Leader Grade 9 – Zainab Rakan

Team Leader Grade 10 – Fatima Kashmar

Team Leader Grade 11 – Nada Moughnieh

Team Leader Grade 12 – Fay Al Mutawah

Student Council – Katherine Berg

National Honor Society – Rasha Abu Matar

Model United Nations – Amira Khalil and Pilar Charlie

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 encourages students in their pursuit of academic excellence.

School Philosophy

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.

Goals

- 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.

Communication and Records

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, and to the legal guardians and/or 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 school in writing. The school will grant access within 3 days 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. All students are assigned a school email on Gmail at the beginning of the year. It is requested that parents link their own email to their daughters school email.

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.

Transcripts

Only after all financial and school obligations have been met will the school issue a transcript. Academic records or transcripts will not be altered in any way to satisfy the requirements of a country, college, or university. Transcripts needed for school transfers or college entrance may be requested from the counselor. Three transcripts will be issued free of charge. Only credits taken at AAG will be listed on the official AAG transcript. Transcripts for credits obtained at other institutions must be obtained from that institution.

Withdrawal from AAG

Any student who decides to leave AAG should notify the Principal and Counselor both orally and in writing as soon as possible, but no later than one week prior to her departure. All obligations (library books, textbooks, fees, etc.) must be cleared before any records or transcripts can be released.

Academics

Assessing Student Progress

Evaluation of student progress by members of the faculty is a continuous process. Assessment of student achievement, effort and participation are used as measures of student progress toward meeting instructional objectives. Teachers develop rubrics and utilize other evaluative tools for all written, oral assignments, and hands-on projects. Teachers observe performance in the classroom on a daily basis. In evaluating student achievement, teachers consider homework assignments, classroom participation, and behavior, as well as quiz, test, exam and project scores. When students miss classes or waste time during class periods, learning opportunities are lost. Teachers consider all of these aspects when assigning grades.

Assessment Guidelines

- At the beginning of each course, teachers will inform students and the administration of their classroom expectations and grading procedures.
- Teachers will use multiple techniques when assessing student progress (quizzes, tests, oral and written reports, presentations, laboratory experiments, class participation, journals, portfolios, etc).
- Grading will be regular and related to the content of each subject.
- Teachers will report to students, and parents/guardians regularly, or as necessary, at the end of each quarter, as to the progress being made by their students.
- Parents/guardians will be informed and conferred with as soon as possible when a student's progress or attitude becomes unsatisfactory, or shows marked or sudden deterioration.
- Periodically, when a student's grade falls below 70%, parents/guardians will be notified through a Progress Report and a phone call.
- Teachers and the counselor will meet periodically to discuss pupil progress at each grade level.
- The counselor, principal, teacher or parent may call for a conference at any time in order to discuss a student's progress.
- Quarterly exams for High School students will be given four times a year, at the end of each quarter, and will count as 30% of the term grade.

Progress Reports

Student progress is reported to parents at the mid-point of each quarter through a progress report. Students receiving a grade of 70% or less in any subject will receive a progress report. Progress reports will be given out by individual teachers. **Progress reports must be signed and returned to the teacher issuing it.** Phone calls will be made home for any progress reports not returned.

Report Cards

The year is divided into 4 quarters, within two semesters. At the end of each quarter, a report card is issued to each student. Report cards will contain a percentage grade, and may contain comments from teachers for each subject for the quarter. At the end of the school year a report card with numbers grade will be provided to the students.

Community Service Program (Optional)

Community Service is not only a great way to interact with your local community but to an active member in society. All high school students are given the option to earn grade points toward their Social Studies and English courses. For every 15 hours of volunteering, students will be able to earn 1% toward their final grade in one of their Social Studies and English courses. They have the opportunity to earn up to 3% (total of 45 hours) in one Social Studies course and another 3% toward one English course (a total of 6%). Students may begin volunteering in grade 9 and must submit all required documents to the guidance counselor on April 1st senior year.

Summer Reading Program (Optional)

Summer Reading program is an opportunity to increase the student's English quarter grade for the school year 2016-2017 by 3%. Deadline to hand in the summer reading assignment is September 18th 2016. Assignments will be graded by each grade level teacher; students that receive an 'A' will get 3% a 'B' will get 2%, a C will get 1%. Grade lower than a C is deemed unsatisfactory, therefore, will not receive credit.

Conferences

If the student receives a grade lower than 70 in any class or subject at the end of the grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Questions about the grade calculations should first be discussed with the teacher; if the issue is not resolved, the student or parent may request a conference with the principal. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Academic Integrity and Dishonesty

It is the intent of the administration and AAG High School staff to preserve the integrity of all curricular and co-curricular programs. The basis for all integrity is honesty, honor and truthfulness. Every student is expected to pursue their education with a commitment to these qualities. Academic dishonesty undermines the learning process; and therefore, is not tolerated in our school. Academic dishonesty includes cheating, plagiarism, fabrication and deception. Any student caught cheating, plagiarizing, or otherwise compromising the educational process, will be subject to disciplinary action. A student caught cheating will receive a grade of zero "0" for the individual assignment, quiz or test. More serious infractions, which compromise the educational process, will result in further disciplinary action which may include withholding of credit, detention, suspension, restriction from

school activities, disqualification from awards eligibility and/or scholarship eligibility. Such action will depend on the nature and severity of the infraction.

- **Cheating** consists of giving or receiving answers from another student's test, quiz, or any given assignment, bringing unauthorized answers to a test or quiz. Cheating also includes talking or looking at other students' papers during a test or quiz, writing on desks, pencils, clothes, body parts.
- **Plagiarism** is defined as taking credit for another person's work. This includes using another person's words and/or ideas without attributing credit to that person. Work must not be taken from written material or from the internet.
- **Fabrication** is falsifying any kind of information including research, data, citations, etc.
- **Deception** consists of giving false reasons for missing assignment deadlines, using false means to obtain credit for work, to give or receive answers to an assignment or assessment, or taking credit for another person's work.

Any student who has demonstrated academic dishonesty on any assignment will receive a grade of zero for that assignment and will be reported to the Principal for appropriate disciplinary action. Additionally, parents will be notified of any plagiarism by the classroom teacher. Please note that academic dishonesty will jeopardize a student's acceptance into AP English in Grade 12.

Credit and Grade Policy

Final semester grades of D- and above indicate that a student has earned credit for a completed course. The grade of I is a temporary grade that indicates that the work is in progress. No credit is awarded for grades of F. Credit is not awarded for repeated specific content courses in which credit has already been awarded, but the final grade can be changed to reflect a higher mark.

Grading

Each teacher evaluates on their class activity as well as mastery of subject matter. At the beginning of each semester, each student will receive the teacher's grade expectations for each one of her classes. Report cards will be distributed approximately one week after the close of each of the four marking periods. Additional grade assignment information:

- No student will be assigned a grade of less than 50 for a marking period or as a final grade.
- No percentage grade will be rounded up based on parent or student request.
- In terms of the eligibility policy, an "incomplete (I)" or a failing grade will be treated the same.
- The grade of "incomplete (I)" will be assigned only for extended illness and/or extenuating circumstances. Students receiving the grade of incomplete have two weeks after returning to

Calculating Half Term GPA

$$\text{GPA} = \frac{\text{Grade Points}}{\text{Credits}}$$

irement; if

Calculating Ministry GPA

$$(\text{GPA} + 1) \times 20$$

Calculating Cumulative GPA

The cumulative GPA is not calculated by adding all average GPAs and dividing by 4. The correct procedure would be to find the sum of all the GPA calculations for all the four years and divide it by the total number of credits. AAG uses a computer program in order to calculate the cumulative GPA.

AAG High School Grading Scale

Percent Equivalent	Weight GPA	Letter Grade
100	4	A+
99	4	
98	4	
97	4	A+
96	3.9	A
95	3.9	
94	3.8	
93	3.7	A
92	3.6	A-
91	3.5	
90	3.5	A-
89	3.4	B+
88	3.3	
87	3.2	B+
86	3.1	B
85	3	
84	3	
83	2.9	B
82	2.8	B-
81	2.7	
80	2.5	B-
79	2.4	C+
78	2.3	
77	2.2	C+
76	2.1	C
75	2	
74	1.9	
73	1.8	C
72	1.7	C-
71	1.6	
70	1.5	C-
69	1.4	D+
68	1.3	
67	1.2	D+
66	1.1	D
65	1	
64	1	
63	0.9	D
62	0.8	D-
61	0.8	
60	0.7	D-
0-59	0	F

Honors

- **High Honors** – Students whose grade point average is 3.700 and above for the semester.
- **Honors** – Students whose grade point average is 3.400 and above for the semester.

- **Recognition of Honors Graduation** - A student must be in AAG at for at least three consecutive years to be recognized in the graduation ceremony as High Honor or Honor student.
- **School Valedictorian** – The graduating senior who receives the highest grade point average computed over a 4 year period (9th grade through 12th grade) will be recognized at the graduation ceremony as Valedictorian.
- **School Salutatorian** – The graduating senior with the second highest grade point average will be recognized at the graduation ceremony as the Salutatorian.

These two awardees must also have attended AAG for at least three consecutive years of high school prior to graduation. The final calculation will be made at the end of the fourth quarter for the Valedictorian and Salutatorian awardees. In case of a draw after calculating the grade point average (GPA), the following standards will be used to determine honor graduates:

1. Semester numerical average for **all** core curriculum courses taking during the senior year will be used to determine a total numerical average.
2. The student with the highest numerical average will be the valedictorian.
3. The student with the second highest numerical order will be the salutatorian.

Calculating High Honor and Honor Awards

The final calculations for the High Honor and Honor students are not made until the end of the 4th quarter and averages have been compiled.

Honor Roll

All Honor Roll will be published at the conclusion of each semester. Names of students who make all “A’s” and no conduct problems, will be listed on the honor roll.

Advanced Placement (AP)

- The Advanced Placement program offered by the College Board is an opportunity for students to earn up to one year of college credit in certain subject areas.
- To receive college credit, students must successfully complete the College Board examination in the given subject area at the end of the school year. Students interested in this program should contact their guidance counselor for more information.
- The final decision regarding college credit and/or placement is made by the college.
- All AP students are required to take the College Board exam in May.
- No one is allowed to drop or add any AP classes at any time during the school year.
- The classes are graded on a 5.0 GPA scale.
- If an AP student chooses not to take the required College Board exam in May, the student will not receive ‘AP’ on their transcript for their subject.

Academic Probation

- Students whose quarter average or semester GPA is **below 1.00 or have two or more F's in core subject** classes will be placed on academic probation for the following quarter. Parents of students on probation will be informed by letter and must meet with the counselor and the principal.
- AAG prides itself with working individually with achieving a better academic performance. We work individually with each student to find the best possible solution.

Retention

Any student who fails 3 or more courses in one academic year will be retained or find an alternative school which better suites the student's needs. Consideration is given to students on a case by case basis.

Grade Advancement

The number of graduation credits completed determines assignment of students to a grade level. Senior class status is granted only to those students who have earned sufficient credits to make year-end graduation a possibility upon completion of a normal course load.

Before advancing to the next level (sophomore, Junior, Senior), students must have accumulated at least the indicated number of credits:

Freshman	8 credits
Sophomore	16 credits
Junior	24 credits
Seniors	28 credits (minimum) or more

Required Courses

Required Credit

Arabic	4 credits	Arabic is required each year
Islamic Religion/Koraan	2 credits	Religion is required each year
English	4-5 credits depending on your graduation class	English is required each year
History	3-4 credits depending on your graduation class	4 credits of History are required
Mathematics	4 credits	Must include Algebra I, II & Geometry.
Science	3 credits	Two lab courses mandatory
Foreign Languages	2 credits	French or Spanish
Physical Education	2 credits	PE (1/2 credit) is required each year

Fine Arts	1 credit	One credit course is required and two are required for AP students
Computers	1 credit	One credit course is required and two are recommended
Electives	4-6 credits depending on your graduation class	Various selection

Enrollment in Arabic as a Foreign Language is required of all 9th grade non-native speakers. All native speakers of Arabic are required to enroll in Arabic. Study of Islam is required from all Muslims.

Code of Conduct

The school and teachers have the authority and responsibility to establish rules and requirements for **students' academic and personal success**. At the American Academy for Girls, reasonable standards of behavior are expected from our students. Girls need to act ethically and morally at all times. School rules are intended to protect the rights of each student to pursue her education in a safe and comfortable learning environment. Although the student code of conduct contains a listing of infractions, it is clearly intended not to be all inclusive, since no list can be. It is also intended that the administration and/or the Board Members have/has the power to administer discipline for any other offense that is in violation of law or school policy or procedures, or in violation of what is deemed accepted standards of conduct for students in the Kuwait community. School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to the maintenance of a balance which is conducive to learning.

This code of conduct has been prepared to specify:

- Acceptable behavior and unacceptable behavior.
- Procedures to determine violations of rules.
- Consequences for such violations.

Honor Code

The AAG Code of conduct sets forth the high expectations that we place upon ourselves as teachers/administrators and that we expect our students to either develop or already possess. Therefore the Code of Conduct follows and represents the behaviors expected of our students.

I Promise:

- to be honest in all that I do.
- to be helpful and cooperative with administrators, teachers, classmates and guests.
- to be respectful and courteous towards teachers, students, and guests.

- to accept the discipline of the school as desirable and necessary for well-being and that of my classmates.
- that I will exhibit proper and safe behavior.
- I will behave in an orderly manner when using the corridors so as not to disturb other students or staff members.
- that I will not throw any object that could cause injury to another person.
- that I will not bring unsafe objects to school such as but not limited to: matches, knives, or other objects that may be considered unsafe.
- that I will not behave in a disruptive manner in class or during other school activities and on the playground.
- I will not deface or destroy school property.
- to be punctual in my class attendance and any other meetings.

Zero Tolerance Behaviors

AAG has zero tolerance towards specific behaviors as listed below. Appropriate consequences for these behaviors will be assigned by the Principal and administration. Consequences may include parent notification, parent-teacher-administration conference, in-school suspension or out-of-school suspension, removal from school clubs. Additionally, a grade reduction or grade of zero will be assigned as appropriate. These misbehaviors include, but are not limited to:

- Insubordination. This is blatant opposition to authority, a behavior that undermines the educational and moral tone of the school.
- Disrespectful behavior towards a teacher, staff member, or fellow student.
- Repeated improper or unsafe behavior anywhere on school property.
- Use of profanity of any kind in any language.
- Fighting (either physical or verbal).
- Bullying (verbally or physically and cyber) staff or students.
- Prank, destroying school property.
- Stealing.
- Forgery (such as writing teacher, **parent/guardian's signatures on a progress report, hall pass** etc.).
- Academic dishonesty (sharing answers, plagiarizing, cheating on tests and quizzes etc.).
- Skipping class.
- Truancy (skipping school).
- Using abusive or racist language towards other students or staff member.
- Leaving school premises without parental or appropriate school permission or supervision.
- Tampering with the fire extinguishers and or causing false alarm are very serious offences.
- Other inappropriate behaviors as determined by the Principal.

Graduation/Behavior

All students and parents should be aware of the following procedures concerning commencement and the graduation ceremony. The Principal advised by the superintendent and Executive Director, has the authority to end the graduation ceremony if conditions before or during the ceremony would disrupt the intended dignity of the occasion.

Lunch Detention

Lunch detentions will be held Sundays through Thursdays during lunch time in an assigned room. An assigned teacher to detention will take attendance at the beginning of the lunch. Students are allowed to eat or study individually during lunch detention, socializing is prohibited. Failure to show up for lunch detention will only increase consequences.

In-School and Out-of-School Suspension

When a student is assigned an in-school or out-of-school suspension, a parent will be notified. When a student is assigned an in-school suspension, she will not be permitted to attend class; instead, the student will be permitted to work on any missed class assignments or assessments. When a student is assigned out of school suspension, she will not be permitted to attend school and she will not be able to make up any missed class assignments or assessments. Therefore she will receive a “zero” grade on all missed work.

Expulsion from school

Expulsion from school may occur as a result of the most severe behavioral circumstances.

Conduct Before and After School

Teachers and administrators have full authority over student conduct before or after school activities on school premises and at school-sponsored events off school premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the operational hours of an instructional day.

Hallway/Out of Class

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass in will result in disciplinary action in accordance with the Student Discipline Chart.

Textbooks/Library

Any textbook that is lost, damaged, or destroyed will be assigned a 30 KD fee per textbook. Any library books or items that are lost damaged or destroyed will be assigned a 15 KD fee per book.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements regarding the use of computers, Internet access, technology or other electronic communications or imaging devices.

- Attempt or successfully access or circumvent passwords or other security-related information of the school, students, or employees, or upload or create computer viruses. If this conduct occurs off school property, while not at a school-related or school-sponsored activity, the student will be subject to discipline under this Code if the conduct causes a substantial disruption to the educational environment.
- Attempt or successfully alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other **networks connected to the district's system**. If this conduct occurs off school property, while not at a school-related or school-sponsored activity, the student will be subject to discipline under this Code if the conduct causes a substantial or material disruption at school.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, disseminate, transfer, share, or possess videos, audio recordings, electronic messages or images that are abusive, lewd, obscene or inappropriate in any manner or otherwise illegal, **or are threatening, harassing, damaging to another's reputation, or bullying, including** engaging in conduct known as cyber-bullying or inappropriate texts or messages of any kind. If such conduct occurs off school property while not at a school-related or school-sponsored activity, the student will be subjected to discipline under this Code if the conduct causes a substantial or material disruption at school. (Student and parents, please note: the taking, disseminating, transferring, possessing or sharing of obscene, vulgar or otherwise illegal images or photographs, whether by electronic data transfer or otherwise, may constitute a crime under the State of Kuwait law. Students who engage in this conduct will be subjected to discipline under this Code.
- Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety. If such conduct occurs off school property while not at a school-related or school-sponsored activity, the student will be subjected to discipline under this Code if the conduct causes a substantial or material disruption at school.
- Students are not allowed to wear an apple watch during school hours. Any apple watch seen on a student shall be confiscated and returned to a parent/guardian.

Group forming

It is the policy of AAG that no student will be allowed to be a member of a group at school, as groups reflect a negative image for our school. We understand that students will form groups for the purpose of friendships, based along the lines of common interests. However, when a group forms it has certain characteristics, including but not limited to a name for the group, a commitment from each member to protect other members from harm (protection) secret signs, etc. When it come to the attention of any teacher, staff member or administrator within the school that students are forming or have formed a group, this fact will be brought to the attention of the Director immediately. Both the Director and the Principal will take immediate action to disband any and all groups. Any violent acts, threats of violence, vandalism or other such actions as result of group

membership will be dealt with severely; including notifications to the **group members' parents**, suspension, or possible expulsion from school.

Language

Students are to speak respectfully to one another and to adults, complaining and raising voices are not productive in our community. Given the importance of our students to master the English language, students speak English throughout all classrooms at all times, unless they are in Arabic, French or Spanish. Also students are encouraged to speak and practice their English at break, recess and lunch times. Teachers will expect that English is the only language spoken to them unless stated otherwise.

Student Security Search

The principal or administration **may conduct a search of a student's personal and immediate possessions** (including property), wherever there are reasonable grounds to believe the student has violated or is violating the law or the rules of the school related to student safety.

Bus Conduct

Students will be accountable for following these guidelines:

- Follow the **driver's** directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Do not deface the vehicle or its equipment.
- Driver will assign all riders assigned seats.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management methods, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Property Offenses

Students shall not:

- Damage, destroy, or vandalize property owned by the school or by others. (For the consequences, see the Student Discipline Chart)
- Deface, mark or damage school property (including textbooks, technology and electronic resources, furniture, and other equipment) with graffiti or by other means. (This prohibition includes "tagging.")
- Steal from students, staff, or the school.
- Mace or pepper spray; or any other small chemical dispenser sold commercially for personal protection;
- **Material that is obscene, or reveals a person's private body parts;**
- Tobacco or nicotine products, including electronic cigarettes;

- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Poisons, caustic acids, or other materials that may be toxic to the human body;
- Any articles not generally considered to be weapons, including school supplies, when the principal determines that a danger exists.

Illegal, Prescription, and Over-the-Counter Medication

Students shall not engage in either of the following behaviors:

- Possess, use, give, or sell look-alike drugs or attempt to pass items off as drugs or contraband. This prohibition includes possessing, using, selling buying, or giving any substance which is represented to be or looks like a narcotic drug, a hallucinogenic drug, an amphetamine, a barbiturate, a stimulant, a depressant, or an intoxicant of any kind, including substances that contain chemicals which produce the same effect of illegal substances.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school.

Student Discipline Chart

The American Academy for Girls’ Secondary Schools Student Code of Conduct				
Infraction	Occurrence			
	Definition	1st Offense	2nd Offense	3rd Offense
Flag ceremony/ Assembly Behavior	Demonstrating disrespectful behavior including laughing, unison loud clapping, booing, and whistling	Immediate removal from assembly 1 day ISS and parent notification	1 day of OSS and parent notification behavior contract	3 days of OSS and Parent Conference,
Academic Dishonesty	Copying another student's work or test answers, using cheating devices during a test, giving or receiving information during a test, plagiarism.	1 day of ISS and Parent notification by the teacher, "0" grade on the assignment with no make-up	1 day of OSS and Parent Conference, "0" grade on the assignment with no make-up	3 days OSS and Parent conference, "0" grade on the assignment with no make-up Suspension
Disrespectful or rude behavior	Using any disrespectful or rude mannerisms, hand gestures, language or other behavior towards a staff member or fellow student.	1 day of ISS, letter of apology to staff member or student and parent conference	1 day of OSS and letter of apology to staff member or student behavior contract	3 days of OSS and letter of apology to staff member or student (possible expulsion)
Disruptive/ unsafe behavior	Running, shouting, cursing, fake fighting, interrupting a class lesson with inappropriate behavior or other disruptive acts on school grounds including	1 day of ISS and parent notification	1 day of OSS and Parent conference warning letter	3 days of OSS and letter of apology to staff member or student

	during class time, lunch time and before or after school.		behavior contract	
	Trespassing on school grounds while on suspension	3 days OSS and parent notification	Additional 3 days of OSS Conference with parents warning letter	3 days of OSS while considering removal for the following school year
False Fire Alarm	Activation of false fire alarm.	1 day of OSS and parent conference	3 days of OSS and Referral to Superintendent	Referral to Superintendent and School Director
Fire extinguisher	Tampering with fire extinguisher	Restitution/restoring 3 days external suspension		
Forgery	Signing or writing forged notes or documents.	1 day of ISS and parent notification	1 day of OSS and parent conference Warning letter	3 days of OSS and letter of apology to staff member or student
Insubordination	Refusal to carry out a request by any staff member/failure to follow school procedures. Examples, refusal to give one's name, refusal to report to the Principal when asked, refusal to cooperate with a teacher in class, failure to sign-in to school when arriving late.	1 day of ISS and parent notification	1 day of OSS and parent conference Warning letter Behavior contract	3 days of OSS while considering removal for the following school year
Cell phones and Electronic Devices	Use of cell phone or electronic devices at school. Taking photographs with cell phone	Confiscation- the mobile must be picked up by the parent/guardian	Confiscation- the mobile must be picked up by the parent/guardian and the student will receive 1 day of OSS.	Confiscation- the mobile must be picked up by the parent/guardian and the student will receive 3 days of OSS
Skipping class	Unexcused absence from class during the school day; being more than 10 minutes late to class, arriving late to class without a valid school pass, students in other areas of the	1 day of OSS and parent notification	1 day of OSS and parent conference Warning letter	3 days of OSS suspension while considering removal for the following school

	school without permission of the teacher.			year
Classroom disruption	The act of interrupting classes for any reason	Warning lunch detention and parent notification	ISS and parent notification	1 – 3 days of Oss and parent conference
Cutting class	Any student cutting 3 periods or more classes in any given day will be considered truant for a day. Any test/quiz missed due to cutting will result in grade of “0” with no make-up.	1 day of ISS In-school-suspension parent notification Warning letter issued	1 day of OSS Parent notification Meeting with parents	3 days of OSS Meeting with parents Student receives a “0” Behavior contract considering removal for the following school year
Late to class		After school detention and parent call by the teacher. (5)	1 day of ISS and parent notification (6 – 7)	1 day of OSS and parent notification (8 – 10)
Repetitive tardiness		1% removed from participation grades		
Truancy from school site	The act of unauthorized absence from school. The act of unauthorized absence from class for any period of time Leaving the building the building without permission Leaving school grounds or site of school activity activities without permission	1 day ISS and parent notification Student receives a “0”	1 days of OSS Meeting with parents Student , receives a “0”	3 days of OSS suspension while considering removal for the following school year
Detention	Failure to report to detention	1 additional detention	1 day of ISS parent notification	1 day of OSS parent notification Meeting with parents
Vandalism/Graffiti	The willful destruction or defacement of school property	1 day of ISS and parent notification; payment of any related damages	1 day of OSS and parent conference; payment of any related damages	Referral to the Superintendent

Arson /use or Possession of fire works	Possession or use of fire works The malicious burning of or attempt to burn property or a person	2-10 of days of OSS Confiscation of fire works Parent conference considering removal for the following school year		
Bullying	The abuse, annoyance or harassment of another by means of cyber, social, verbal or physical assault.	Suspension up to 2 days and increasingly severe consequences for additional infraction	Suspension up to 3 days and increasingly severe consequences for additional infraction	Considering removal for the following school year
Controlled substance abuse		3 days of OSS suspension while considering removal for the following school year	Considering removal for the following school year	
Fighting	Physical contact, assault or threat of physical assault All who contend, regardless of who initiates the fight are guilty	1 day of OSS Meeting with parents Warning letter issued Suspension	2 days of OSS and parent notification behavior contract	3 days of OSS suspension while considering removal for the following school year
Obscenity	Use of obscene or vulgar language by students in verbal or written form, or in gesture or in pictures	1 day of ISS and parent notification	2 days of OSS and parent notification warning letter	3 days of OSS suspension while considering removal for the following school year
Right to privacy	At no time may a student take a photograph or a video of a staff member or another student in school and use it in an unauthorized manner. This includes posting it to websites such as You Tube, Facebook, and others	2 days of OSS and parent notification warning letter	3 days of OSS suspension while considering removal for the following school year	
Physical assault against staff members	Any physical or verbal attack, or the threat to do harm to another with or without doing any harm	2 days of Out-of-school suspension meeting with parents	3 days of OSS Meeting with parents warning letter	3 days of OSS while considering expulsion in accordance with Ministry guidelines

Inciting Disorder	Any behavior that detracts from the learning of others or threatens from the calm nature of the school	1 day of ISS and parent notification	2 days of OSS Meeting with parents Withdrawal from extra-curricular activities such as fieldstrips, sports teams, MUN, suspension	3 days of OSS Meeting with parents Withdrawal from extra-curricular activities such as fieldstrips, sports teams, MUN, suspension
Prank		Depending on the nature of the prank 1-3 day(s) OSS parent notification	3 days of OSS meeting with parents warning letter	3 days of OSS meeting with parents considering expulsion
Dress code	Violation of school dress code	Student not allowed into class until proper uniform is delivered	1 day of ISS and parent conference.	1 day of OSS and parent conference.
ID Badge	Failure to produce a student ID badge when requested by staff member.	Detention parent notification	1 day of ISS and parent notification	OSS parent notification warning letter
Dress code Defiance of authority	Violation of the dress code Defiance of authority	Detention parent notification	1 day of ISS student will not be permitted to return to class until proper attire is secured	OSS Student will not be permitted to enter class until proper attire is secured
Headwear (caps. hats etc)	Wearing headwear during school hours	Confiscation return to student In the end of the day warning issue	Confiscation return to parent in the end of the day warning letter	Confiscation return to student in the end of the semester ISS
Other	Other kinds of misbehavior that are not listed above.	Administration Discretion		

- Notes:
- 1. ISS=In-school suspension; OSS= Out-of-school suspension
- 2. When a student has ISS, student will not be admitted to class; teachers will send any assignments to the suspension room for the student to complete; it is the student's responsibility to obtain any class notes, etc. missed due to suspension.
- 3. When a student has OSS, they will not be permitted to make up any tests, quizzes or other assignments due on the day of their suspension. Students will receive a "0" mark on any assignments missed on the day of suspension.
- 4. Offenses beyond the 3rd offense will result in a referral to both the Superintendent and School Director.
- 5. Detention may be at lunch or after school. Student must be given on day prior notice for detention; for after school detention, parent must be notified so transportation can be arranged for student

Student Responsibilities for personal property:

- Students are responsible for all items (i.e. backpacks, purses, books, P.E. uniforms, lunch bags, supplies, etc.) brought on school property and to school-related or sponsored events.
- Student must protect and secure all items at all times.
- **Student is responsible for any items found on her or in the student's personal belongings.**
- Students must carefully inspect items in their control, before bringing it on school property or to school-related events.
- Students are required to respect the rights and privileges of other students, teachers, staff, volunteers and visitors to the campus.
- Students are expected to conduct themselves in accordance with the expectations set out in this Student/Parent Handbook, and common courtesies.
- Students shall exercise their rights responsibly in compliance with the Discipline Plan and American Academy for Girls Policies.
- Students are required to report in good faith any misconduct by employees.

Attendance

Attendance at school is very important to the academic achievement of any student. If a student comes late to school they automatically disrupt first block class. Regular attendance to class is imperative for the completion of a class during a semester. **If a student does not show up or is late for over 30 minutes to class, she will be considered absent. When a student is absent 10 times to a class a letter will be sent home and she will be put on Academic Probation.** All unexcused absences; students will receive a zero for any work given that day.

Regular attendance at school shows the student's commitment to their classes and studies. If a student is put on Attendance Academic Probation and a mandatory parental meeting is required. If her absences still continue, she may not be asked to return back the following school year.

Tardiness

Students are expected to arrive to school before 7:20 a.m. each morning. Any student arriving to school after 07:30 will be considered late. Students that are late to school more than 5 times per year **a letter will be sent home and/or the parents will be contacted** and the student will receive a consequence. If tardiness becomes chronic a commitment letter to change will be signed by both parents and student. If the tardiness still continues the student may not be asked to return the following school year.

Students are not allowed to enter school after 8:00 am without an appointment card or medical note from a doctor. No student is allowed to enter school after 10:00 am even with a medical note.

Early Departure

Students are not allowed to leave school early without approval from high school administration and at least one day prior notice to the scheduled departure date. Documentation regarding the student's early departure is also required. Proper identification of the parent or the guardian must be presented to the reception at the time of departure. If a student becomes ill during the school day, the nurse will determine whether the student should go home or complete the school day.

High School time table

Periods	Time	Blocks	Periods
Period 1	07:30-08:15	Block 1	A
Period 2	08:18-09:03		B
Period 3	09:06-09:51	Block 2	C
Period 4	09:54-10:39		D
Period	10:39-11:18	Lunch	E
Period 5	11:21-12:06	Block 3	F
Period 6	12:09-12:54		G
Period 7	12:57-01:42	Block 4	H
Period 8	1:45 – 02:30		I

Allowable Excused Absences

The total number of excused absences allowed per semester will be 5 days.

1. After the fifth absence from any class, future absences will be considered unexcused; students who have reached six absences must come before an Attendance Review Committee. The Attendance Review Committee will meet weekly. Parents/guardians will be sent an intervention letter when absences exceed 3 days and again at 5 days. An official letter and email requesting a mandatory meeting will be sent on the sixth absence. Failure on the part of the parent/guardian to attend a meeting or make arrangements will be construed as acceptance of the decision by the Principal after advisement from the Attendance Review Committee.

2. The five days of excused absences in a semester described in the policy are to take care of the following types of priorities:
 - a. Personal illness – proper documentation for excused absence is required.
 - b. Professional or Special appointments – that could not be scheduled outside of the regular day. Documentation explaining the nature of the absence must be filed in the office.
 - c. College Entrance Exams – Necessary documentation must be presented to the office.
3. An Attendance Review Committee consisting of Principal, Counselors, and School Nurse will **review the specific conditions relating to each individual's case. Parent/ Guardian will be informed of the results.**
4. The following absences providing proper documentation is presented to the Attendance Committee:
 - a. Absence from school due to death in the family.
 - b. Absence created by required religious observation.
 - c. Absence created by a school-sanctioned-activity.
 - d. Absence created when a student cannot attend school upon the advice of a physician.
 - e. Absence created by taking drivers test. This will be allowed for one-half day of excused absent time.
 - f. Absence created by a trip to visit a college.
 - g. Absence when school nurse feels student should be sent home.

Absence from School

All students are expected to attend school on a daily basis. If a student is absent or late to school, the parent is asked to contact the school office. If contact is not made, the school will attempt to contact the parent by phone. When students are returning from any absence, a student must submit a doctor's note to receive an excused absence. Parent notes will not be accepted.

The school asks to receive 24 hour notice if a student must miss part of the day due to an appointment.

Unexcused Absence

All unexcused absences should result in zero grades for participation on the days of the unexcused absences.

Ministry Law

The ministry **requires schools to notify parents when their child's absences** have reached 15 unexcused days. When this occurs, the school will send a registered letter notifying the parents of the excessive absences. If the absences persist, the school will send a registered letter to the parents every three days absent. However, if your daughter exceeds 24 (twenty-four) unexcused absent days, **the school is obligated to send your daughter's name and information to the Ministry of Education for further action.**

Make-up Work

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the Kuwait Ministry of Education laws surrounding “attendance for credit.”

A student involved in an extracurricular activity must notify her teacher ahead of time about any absences. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Sick Leave Policy

Standard Operation Procedure (SOP) on how to obtain sick leave form:

1. If the student is sick at home and is absent from school: sick leave forms will only be issued **from the Nurse’s office to the parents, or to the driver/nanny/siblings with parent’s letter.**
2. The nurse will call the parents for confirmation.
3. Sick leave form is to be taken from 07:00 am – 12:00 pm and should consult the doctor not later than 01:00 pm.
4. Sick leave results should be submitted to the nurse before returning back to her class. She will be assessed by the nurse if she is fitted to attend the school or she will be issued a sick leave slip for approval by the school principal.
5. Sick leave during examination days: the student should report to school and be examined by the school nurse if she needs to be sent to the doctor except during emergencies like accidents and acute illnesses and when they are to be admitted in the hospital. Parents must inform the principal in their respective department and the school nurse.

School Nurse

The school nurse is available throughout the school day. Her clinic is located near the **superintendent’s office on the main floor.**

The nurse’s pass should be carried by the student at all times. To see the nurse, a student must inform the classroom teacher of the problem and **get the nurse’s pass from the teacher.**

The nurse will determine the nature and degree of the illness. If the nurse decides to send a student home because of illness, parents/guardians will be telephoned and asked to take the student home. Upon leaving, students must sign out through the High School **secretary’s office.** Teachers will be notified that the student will not be in class.

Only the nurse can administer medicine to students with the written permission from parents/guardians. Any prescription drugs required during school hours should be registered and taken with the nurse.

Medication Policy

1. All medication must be in its original container.
2. The time of administration is specified on the container (phrases such as twice a day will not be sufficient)
3. The name of the student must be on the container.
4. The physician/dentist name must be on the container.
5. The date of the prescription, the dosage, and the directions for administration and duration must be on the container.
6. A signed medication permission form is on file.

“**Over the counter**” medication (acetaminophen, ointments, cold tablets, cough syrup, sprays, or drops) will not be given unless prescribed by a licensed pharmacist with proper directions and signature of the physician.

Under no circumstances can any school personnel administer any medication other than the school nurse or other designated school representative. No medication will be administered without the above guidelines being followed.

**** Please note that medical forms given to the students in September must be completed and returned to the nurse by the end of September. This is a Ministry requirement****

Accidents and Injuries

Injuries that occur at school must be reported to the nurse and the principal. **Students must not attempt to move anyone who cannot move herself.** The nurse, the principal, or a teacher should be contacted for help. Students injured at school should receive first aid from the nurse. If the student requires further treatment, then the parent is notified and the parent will take the student to the doctor. For emergency situations, the student will be taken to the clinic or hospital via ambulance accompanied by the Nurse. The parent will be contacted, and the Nurse will meet the parent there.

School Dress Code and Appearance

School Dress Code

All students are expected to wear the proper school uniform during school hours. Consequences for being out of uniform for any reason may include detention, non-admittance to class until uniform clothes are delivered to school, in-school suspension and out-of-school suspension. Since uniforms need regular laundering and may need mending from time to time, **we suggest that students have a minimum of two or three uniforms** made or purchased for school to ensure that student is always in proper uniform attire. Administration has the right to confiscate clothing that they deem in violation to the dress code.

Students are expected to dress according to the following guidelines:

- Clothing is expected to be neat and clean at all times.
- The uniform must be the appropriate size.
- P.E. uniforms must be worn only during P.E. class and are not allowed in classrooms.
- Items suitable for classroom wear may be purchased through the Uniform Shop.
- All layered shirts/blouses must also be white. Only white undergarments without writing or graphic designs are permitted under the shirt/blouse.
- Any additional decisions related to proper dress or grooming will be made by the Principal and/or her designees.

Students must adhere to the following guidelines for school:

Shirts must be purchased from AAG uniform store. T-shirts will not be permitted except for PE. Undergarments must be white and not hang out underneath the bottom of the shirt.

Pants must be purchased at the AAG uniform store. Shorts of any kind are not allowed.

Shoes must be black and cover the entire foot (no toes or heels exposed).

Make-Up and Nail Polish is not allowed to be worn in school.

Jewelry may not be worn to school with the exception of a watch and one pair of small earrings, no facial piercing is allowed, or multiple ear piercings.

Sunglasses/Caps/ Hats and Headbands may not be worn in the school building during school hours

Sweaters/Hoodies only solid Black or school's red sweater will be permitted. Coats and jackets are not allowed to be worn in school.

ID Badge is required to be worn by the students at all times during school hours.

PE Class students must wear the PE uniform during the PE class

Hair needs to be in its original state of color. Any student who has highlights, dipped ends etc added to the hair, or any color deem unfit by the administration or staff, shall be send home and will not be able to attend school until the color is gone.

- Students must be in Proper School Uniform during any school Sponsored Field Trip.
- Administration has the right to send students home for any other dress code violation that they deem unfit for school including dress down days.

Standardized Testing

The counseling office schedules and administers The Preliminary Scholastic Aptitude Test (PSAT) introduces students to the college admission format. It is also used to identify students for National Merit Scholarships. All AAG Juniors take the PSAT in October. Students will complete Measures Academic Progress (MAP) testing two times a year to determine their progress. The AP (Advance Placement) Examinations are sponsored by the College Board and are available in 3 different subjects: English, Biology, and Studio Art.

MAP

Students will complete Measures Academic Progress (MAP) testing once a year (in the spring) to determine their progress in Math, Reading and Writing.

PSAT

The PSAT test will be given at AAG to all sophomores and juniors. The PSAT measures: critical thinking skills, math problem-solving skills, and writing skills. The PSAT is required for all sophomores and juniors. A registration fee for the test is assigned for the students and it is the responsibility of the parents to make sure the fee is paid.

Student Activities

Eligibility

To participate in any activity, including field trips or class trips such as the Senior Trip, students are required to maintain a 2.0 GPA or above, have no failing classes, have no more than two discipline referrals, and no more than 5 unexcused absences or tardiness to school. (Eligibility will be determined by the record of the previous quarter).

High School Activities

- Academic Games
- Model United Nations (MUN)
- National Honor Society (NHS)
- Yearbook
- Student Council
- Sports/Athletics Teams

Sports/Athletic Program

Sports teams are chosen from those students who express an interest in that sport and are committed to a 9 to 12 week season. Uniforms and equipment must be returned at the end of the season, or report cards will be withheld.

- **Fall** – Girl’s Soccer and Volley Ball.
- **Winter** – Girl’s Basketball and Cross Country.
- **Spring** – Girl’s Track and Field and Girl’s Badminton.

Students have the opportunity to participate in a number of different clubs, organizations, and sporting programs. Any student or group interested in forming a new club should present to the principal a written proposal detailing its purpose, organization, and eligibility requirements for membership.

Fund Raisers

All fund raising activity must be approved by Principal/Administration. AAG administration does not permit soliciting of outside sponsorships or vendors. No purchase of clothing, sports needs,

literature, etc. is to be made by any person (teacher, sponsor, coach, club officer, organization, etc.) without the approval of the Principal.

General Information

Buses and Other School Vehicles

A.A.G. makes school bus transportation available for a set fee.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops. A parent must designate the regular pickup and drop-off location. Students should be at their stop 5 to 10 minutes before pick up time.

Students are expected to assist staff in ensuring that buses and other school-provided vehicles remain in good condition and that transportation is provided safely.

When riding in school-provided vehicles, including buses, students are held to behavioral standards established in this Handbook and the Student Code of Conduct.

Bad Weather Days

On sand and/or rain stormy days we will follow the decision of the Kuwait Ministry concerning the opening or closing of the school. Please check the local radio or TV station for information in addition the school will update parents via SMS, and email.

Flag Ceremony

Every Wednesday morning, the Arabic staff will hold a flag ceremony in the basketball area at 7:15. Students must arrive by 7:10 a.m. to attend the Flag Ceremony. Students and high school staff are expected to line up with their grade and stand quietly in a respectful manner with their hands at their sides, bags on the ground and eyes on the ceremony. The Arabic staff will lead students in the singing of the Kuwait National Anthem and a reading from the Holy Koran. After the ceremony, students are dismissed to go to attend their first class as scheduled. **Consequences will be enforced for any students not following procedure.**

Cell-Phone Policy

- Students are not allowed to use their cell phones in school.
- Once entering their first block of each day, students will place their cell phones in the cell phone box. The cell phone will remain in the first block box until the end of the school day where it will be returned to the student.
- If a student is seen using their cell phone for any matter, her cell phone will be confiscated and consequences will follow,
- Absolutely no camera or recordings of any kind are allowed to be made from a student cell phone.

Laptop Policy

- Laptops are to be used for academic purposes only.
- Absolutely no camera is allowed to be used or recordings of any kind via the laptop.
- No recharging of battery is allowed in school.
- If a student uses her laptop for any purpose other than academic, her laptop will be confiscated, parents contacted and consequences will follow.
- No decorative stickers are allowed on any laptop. Name and grade level are the only things allowed on a laptop.

Computer/Internet Use

Access to the school's computer network, including the Internet is designed for educational purposes only. The use of the internet is restricted to students whose teachers have given an assignment requiring the use of the internet and who have a valid internet use agreement signed by parent, teacher and student on file in the school's database.

All users of school computer equipment are expected to abide by the following rules at AAG:

- Students must follow appropriate Internet use instructions as given by the teacher and only use the computer under the supervision of a teacher.
- Checking e-mail is not allowed. However, if a class project requires the use of e-mail, the instructor must make arrangements before hand and personally supervise.
- Using unauthorized websites such as chat rooms, Facebook, YouTube, etc is not allowed.
- Commercial CD's and disks from home need to be cleared by the teacher before use. (This will ensure the safety of our school-wide network from viruses and other problematic programs.)
- Any misuse of the internet will be reported to the Principal and appropriate disciplinary action will be assigned.

Please be aware that we at AAG will do the best we can to monitor students' use of the internet. Currently, the school has put a block in place so that inappropriate material is not accessible.

Deliveries to School

The only items that can be delivered are eye glasses or medication. If either must be sent to school, they must be labeled with the students' first and last name and grade.

Lunch

- The lunch break is important in each student's day, and we encourage all students to eat a nutritious lunch during this time. This can be purchased in the canteen. It is catered according to Ministry guidelines.
- All High School students must go the canteen for lunch. Students are allowed the first 10 minutes of the lunch break to use the bathroom, collect their backpacks, and purchase from the vending machines. After that, students still remaining on the High School floor will face consequences.
- Students are expected to clean up any mess they make.

- Students should not be inside the building at lunch unless they are supervised by a teacher. No students will be permitted to enter the school from the lunch area without a pass from a teacher or administrator.
- During poor weather, arrangements are made for students to eat in their rooms or in the auditorium with supervision.

Halls and Bathrooms

Unless students have special permission to be in the halls, they should be in the halls only at the beginning and end of the school day and during period changes. Students in the halls during class time must have official passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls and on the stairways. Neither running or shouting in the halls nor sitting on the hallway floors is permitted. Students who are in the halls without a pass or in an unauthorized area of the school will be subject to disciplinary action.

Signs and Posters

Any and all signs and/or posters must be approved by the principal.

Money and Valuables

Students are advised not to bring money and valuables to school. Students should only bring money necessary for daily needs at school and should never leave money or valuables unattended at any time. The school assumes no responsibility for any money or valuable items lost or stolen.

Lost And Found

A lost and found boxes are located in the main administrative corridor. The school is not responsible for articles that are lost or stolen. Students must make sure that all their belongings have their names on them. Unmarked items not claimed will be donated to charitable organization.

Visitors

All visitors should note that entrance guards are instructed to stop each person entering the campus to ascertain the nature of their business. Guards will ask all visitors to register, show the civil ID and wear a visitors badge before being escorted to one of the offices. All visitors are expected to abide by **the school's rules and regulations. If any disturbance is caused** by the visitor to the school environment, or any member of the staff feels threaten by the visitor (parents, guardians, or family members). The school reserves the right to ask the visitor to exit the building and if the request is not met, to call the security, principal, executive assistant, superintendent and if needed the authorities (policy).

Parent Visitation

Parents who need to visit the school may do so by appointment only. At no time should parents or non-parents visit the high school floor without permission by the administration.

Open House and Parent Teacher Conferences

Open House is sponsored once a year. Parent Teacher conferences are 4 times a year. We strongly encourage parents to attend with the students to meet the teachers and administration.

Guardian Policy

If you leave Kuwait temporarily and leave your child(ren) in the care of someone else, it is required that you notify the school giving all dates, names, numbers, and pertinent information in advance. Students should be left in the guardianship of a responsible adult who can communicate with the school if needed.

Appreciation Gifts

Gifts from parents or students are only allowed within reasonable norm like cards, candies, flowers, etc. Expensive gifts such as watches, flight tickets, mobiles, gold ornaments etc. will not be permitted.

Field Trip

Classes will be permitted to go on one field trip. Qualified drivers will be used for the trips, and all students will travel in the school bus. All trips will be educational based and tied to the curriculum. All classroom and school behavioral guidelines will be enforced on the field trips. Parents will be informed of the trips itinerary, and parents must sign a permission slip before a student is permitted to go. The permission slip must be the form issued by the teacher. Any school sponsored student trip must be approved by the Principal. **Unless the school specifically approves a trip, the school will not be held liable, nor may the school's name be used. Non-school sponsored trips that involve students will not be discussed or organized within the school.**

Emergency Procedures

Fire Drill/Evacuation

Fire drills are conducted each quarter for students and staff. The signal is the ringing of fire alarm bell. QUICKLY, QUIETLY, and in an ORDERLY MANNER, students will leave by assigned routes. Silence will be observed so that instructions may be heard. Evacuation maps are posted in every classroom and administrative office in the school.

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

Student/Parent Reunification Students will be released during a disaster only if their parent, legal guardian, or previously designated adult comes to the school personally to pick them up. The only exception is an emergency until they are released to a parent. The following will be accomplished upon reunification:

- Teachers will walk their students to the reunification area.
- Teachers will bring their class rosters, Absence Report and Emergency Release forms.
- **Office workers will bring emergency card information, school roster and “First Name Alpha Roster”.**
- Counselor(s) and the high school secretary will be forwarded the absence list to a search and locate/ find the missing student(s).

Traffic Safety

To insure the safety of our students, we ask that you observe normal traffic regulations when dropping off or picking up your child. Be sure to come to a complete stop and check the intersection for pedestrians before moving. Please do not double park when picking up your child.



AMERICAN ACADEMY FOR GIRLS

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

Dear Students and Parents/Guardians:

Our goal is to help each student succeed, and to be proud of her academic and personal accomplishments. In order to meet this goal, we strive to provide a positive learning environment that is based on mutual respect. In all of our schools, we stress two underlying principles with our students;

1. respect self and others.
2. comply with adult requests.

Students who are mindful of practicing these principles are on their way to a successful and enjoyable school year. To establish a positive learning environment for our students, the Code of Student Conduct is necessary. This handbook highlights policies and regulations in our schools, and the consequences that will occur when there are violations. Students and parents, please review this handbook together and sign.

Respectfully,

Shannon Rooney
High School Principal

ACKNOWLEDGEMENT

2017-2018

➤ Please sign and return

Date: _____

I _____ parent of _____

(Please print name)

(Please print student's name)

Acknowledge that I have read and understood the Policies and Procedures being introduced in the High School Student /Parent Handbook

***This page must be returned signed to the High School office no later than September 8, 2017 ***