



# **Elementary School Student/Parent Handbook 2018-2019**

TABLE OF CONTENTS



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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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Welcome To Elementary School	5
Mission Statement	6
Core Values	6
Profile of an AAG Graduate	6
1. Elementary School Philosophy	6
2. Admission	8
3. Elementary School Academic Program Overview	9
3.1. English Language Arts	9
3.2. Mathematics	10
3.3. Science	10
3.4. Social Studies	11
3.5. Art, Music and PE	11
3.6. Computer Technology	11
3.7. Library Media Center	11
3.8. English as a Second Language (ESL) Service	12
3.9. School Counseling Services	12
3.10. Assessment Philosophy	13
3.11. Measures of Academic Progress (MAP)	13
3.12. Dynamic Indicators of Basic Early Literacy Skills (DIBELS)	13
3.13. Report Cards	14
3.14. Academic Improvement Plan (AIP)	14
3.15. Indefinite Academic Improvement Plan (IAIP)	14
3.16. Homework Policy	15
3.17. Missed Work	15
3.18. Tests and Quizzes	15
4. Attendance Guidelines	15
4.1. School Hours	15
4.2. Absence from School	16
4.3. Further Rules Regarding Absences	16
4.4. Vacations	16
4.5. Tardies	16
4.6. Early Dismissal	17
4.7. Perfect Attendance	17
5. School Uniforms	17
6. Elementary Code of Conduct	18
6.1. Behavioral Improvement Plan (BIP)	19
6.2. Bus Behavior Contract	19
6.3. Elementary Awards	19
6.4. Student of the Month Program	20
6.5. Student Council	20



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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

---

6.6. Library Services	20
7. Health Services	20
7.1. School Nurse	21
7.2. Illness at School	21
7.3. Accidents and Injuries	22
8. Social Services	22
8.1. Elementary School Counselor	22
8.2. Transportation	22
9. General Information	23
9.1. Student Lunches	23
9.2. Money and Valuables	23
9.3. Flag Ceremony	23
9.4. Birthdays	23
9.5. Pets at School	24
9.6. Field Trips	24
9.7. Programs/Shows	24
9.8. After School Clubs	24
9.9. Enrollment	25
9.10. Withdrawal	25
9.11. Student Fee	25
9.12. Student Agenda	25
9.13. Backpacks	25
9.14. Emergency Procedures	25
9.15. Textbooks	26
10. Elementary School Discipline Policy	26
11. Agreement Slip	31

**Disclaimer**



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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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*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 2018-2019 Student/Parent Handbook is accurate and up-to-date, some information may have changed between the printing and actual distribution of this handbook.*

### **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

### **Welcome To Elementary School**



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

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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

**MISSION STATEMENT**



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The American Academy for Girls is a private, single gender school, which provides an American style education crafted to meet Kuwait educational requirements and encourage 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.

### 1. 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 Studies.



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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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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;
- 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.



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### 2. ADMISSION

The American Academy for Girls 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.

#### 2.1. 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.
- Make an appointment with Admission's officer for an entrance exam and interview to be held with the Elementary School Counselor.
- 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.

#### 2.2. 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 their previous school at the time of registration, attendance, and behavior report.

#### 2.3. Parents' Responsibilities





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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 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.

### **2.4. 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.

### **2.5. 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.

### **2.6. 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.

### **2.7. 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.

## **3. ELEMENTARY SCHOOL ACADEMIC PROGRAM OVERVIEW**

### **3.1. 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



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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 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)

### **3.2. 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
- 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.

### **3.3. 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 sciences that build upon each other throughout the students' K-12



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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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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)

### **3.4. 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))

### **3.5. 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.

### **3.6. 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.

### **3.7. 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.

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



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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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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 specialist, 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 our ESL specialist.
- If the tests indicate that the student needs additional assistance in acquiring English skills, she will be supported as the Child Study Team determines as either a percentage student where 25% of her school week will be spent with the ESL specialist (usually one class per day) or she may be a regular ESL student and spend one class a week with the ESL specialist for additional help in areas of difficulty.
- 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.

### **3.9. School Counseling Services**

The School Counseling program is proactive in its focus and based upon the developmental stages of students in Grades 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

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.



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## AMERICAN ACADEMY FOR GIRLS

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### 3.10. 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

### 3.11. Measures of Academic Progress (MAP)

Students will complete Measures Academic Progress (MAP) testing during the school year 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.

### 3.12. Dynamic Indicators of Basic Early Literacy Skills (DIBELS)

Students will also be tested using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) two times per year (beginning, 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 is compared to the



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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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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.

### 3.13. 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.

**\*Please Note: Should your daughter incur outstanding fees with the accountant's office, until fees are paid, students will not receive their report cards. In this instance, once fees are paid and a receipt is given to your daughter's teacher, she will then receive her report card.**

### 3.14. Academic Improvement Plan (AIP)

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 an Academic Improvement Plan. The Academic Improvement Plan (AIP) is aimed to assist students with improving their academic performance. It includes meeting with the school counselor, possible enrollment in the ESL program and working collaboratively with parents and/or a tutor.

Students on AIP will receive bi-monthly reports of their general academic progress and details how they may improve their grades. Parents are expected to read these reports, sign and send the return slip back to the school promptly. Parents are also requested to attend parent-teacher conferences to discuss their daughter's progress. Parents are welcomed to initiate these meetings.

### 3.15. Indefinite Academic Improvement Plan (IAIP)

If a student is having continuous difficulty with her academic studies despite her best efforts, she will be placed on an Indefinite Academic Improvement Plan (IAIP) for the remainder of her elementary school education if/until her grades improve. When on an IAIP both parents, the principal, teachers, the school counselor and if needed the ESL specialist will continue to offer your daughter support if the majority of her grades are an A/C (Area of Concern) or 1. Much like an AIP, your daughter will also receive bi-monthly reports of their general academic progress and details how they may improve their grades. Parents will also be expected to read, sign and return these reports back to school with your daughter and attend parent meetings when needed.



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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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### 3.16. 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.

### 3.17. 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.

### 3.18. 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 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.**

## 4. ATTENDANCE GUIDELINES

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

### 4.1. 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.



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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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### 4.2. Absence from School

#### Definitions:

**Excused Absence:** When a student is not present at school and has provided a note to the teacher in her agenda or her parents have called and advised the front reception the day before the expected absence. In the case of an absence due to illness a phone call is required on the day of the illness to the front reception desk and a doctor's note is required the immediate following school day. In the case of an absence due to a family emergency (death, birth of a new baby etc.) a note in your daughter's agenda or a phone call to the reception desk will be necessary on the day of the absence.

**Unexcused Absence:** When a student is not present at school and has **NOT** provided a note to the teacher in her agenda or her parents have **NOT** called and advised the front reception the day before the expected absence or a doctor's was **NOT** provided the immediate following school day. In the case of an unexcused absence your daughter **will be marked absent.**

**\*\*Please Note: If your daughter misses a test/exam, quiz or presentation and has an unexcused absence your daughter will receive a grade of zero on said test/exam, quiz or presentation.**

### 4.3. Further Rules Regarding Absences

- 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.

### 4.4. 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.**

### 4.5. 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.**

#### **\*\*Please note the following:**

- Car trouble or traffic problems are not considered excused.





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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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- Students and parents will be notified by warning letter as tardies accumulate.

### 4.5.1. Excused Tardy

If a student is tardy and her parent calls to advise the school or a note was provided in your daughter's agenda this will be considered an excused tardy.

### 4.5.2. Unexcused Tardy

If a student is tardy and no phone calls from the parent to the school were made and no notes were provided in the agenda this will be considered an unexcused tardy. Examples of unexcused tardies include oversleeping, missing the school bus, shopping trips, pleasure trips/family vacations, car problems, heavy traffic, returned home for forgotten items. Unexcused tardies will be recorded and 5 tardies will equate 1 unexcused absence which will be recorded in your daughter's file. (See Unexcused Absences in 4.2. page 16)

### 4.6. 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, but it 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.**

### 4.7. Perfect Attendance

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

## 5. 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.

### 5.1. Dress Uniform

- Red AAG sweater only



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

- White AAG collared shirt
- AAG plaid pants or dress
- White, red or black 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

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.

## **6. 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.



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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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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.

### **6.1. Behavioral Improvement Plan (BIP)**

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 a Behavioral Improvement Plan (BIP). Students on a BIP will receive a bi-monthly 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 outlined areas. Students will also meet with the elementary school counselor on a weekly basis to work on areas that need improvement and develop coping skills. Behavioral Improvement Plan reports will be used as increased communication with parents, support for students, and information for future teachers. Parents are expected to read these reports 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.

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

### **6.2. Bus Behavior Contract**

All students and parents of students who will be taking the bus on a regular basis to and from school will be required to sign a Bus Behavior Contract. This contract will outline proper bus behavior procedures as outlined in the Bus Rules Section on page 21 of this handbook. Failure to follow these bus rules will result in suspension from the bus for three consecutive school days and counseling with the school counselor to work on improvement of problem behavior.

### **6.3. 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. Star Student Assemblies will be held on a quarterly basis to reward students for their academic achievement, good behavior or any other reason. These assemblies will encourage your daughter to show her best performance and behavior at school. The certificates will be displayed on a bulletin board in the Elementary hallway.



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

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The following programs promote this motto:

### **6.4. 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

### **6.5. Student Council**

Student Council Representatives and Candidates will be democratically elected by her classmates for possessing “AAG’s Person of Character Traits” such as integrity, honest, reliability, loyalty, trustworthiness and concern for others. As part of her duties within student council she will be part of our Debate Team, fundraising efforts towards; peace, sports involvement, environmental protection and support of girls within our school community through to a global basis. Her involvement within the school as a representative of her class and grade will be a vital and important role and will be recognized during our final awards ceremony in front of her entire grade level.

### **6.6. 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.

## **7. HEALTH SERVICES**

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

- 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



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## AMERICAN ACADEMY FOR GIRLS

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### 7.1. 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.

### 7.2. 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.

#### **\*\*Please note the following:**

In order to maintain a healthy environment and limit the spread of any infection (viral or bacterial infections) in the department, please keep your child at home if she is sick or has any of the following symptoms: **Fever, cough, vomiting, diarrhea, skin rash, conjunctivitis (pink eye).** **If your child has any of the aforementioned symptoms, she should not be sent to school.** Please keep her at home and consult a doctor. If your child has been diagnosed with any of the aforementioned symptoms at the school, parents will be contacted by the nurse; the child will be immediately removed from the classroom and kept in the school clinic until she is picked up by her parent(s). **Children sent to school with a fever, vomiting or any other severe symptoms will be sent back home immediately.** Parents will be informed of any contagious disease, such as chicken pox, diagnosed in her child's class. **Medicines must be given directly to the nurse, not the class teacher.** Please do not send containers of medicine in your child's lunch box without notifying the nurse. **Teachers are not responsible for checking student's lunch boxes for medication.**

Per school policy, students who are absent due to illness, *must* submit a **medical report** deeming them 'fit to return to school' to the school nurse. The school nurse must clear the students before they can return to the classroom.



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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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### 7.3. 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.

## 8. SOCIAL SERVICES

### 8.1. 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.

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.

### 8.2. 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



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# AMERICAN ACADEMY FOR GIRLS

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- 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.

See “**Bus Behavior Contract**” on page 19.

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.**

## 9. GENERAL INFORMATION

### 9.1. 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.

### 9.2. 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.

### 9.3. 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.

### 9.4. Birthdays

Birthdays are an exciting part of growing up however, in order to keep the focus on learning here at AAG we ask that presents and loot bags be kept for celebrations held outside of school. If parents wish to send a small snack to school, they may do so **only on Thursdays** and by informing the homeroom teacher in advance. Please aim to provide healthy snacks or cupcakes as a treat and any utensils/plates needed.



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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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**\*\*Please Note: If snacks are brought to school without informing the homeroom teacher and on days other than Thursdays the parent will be sent home with the snack as this becomes very interruptive to class learning.**

### 9.5. 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.

### 9.6. 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 Behavior Improvement Plan 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.

### 9.7. 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 immediately after your daughter has finished performing, please wait until the entire performance has ended before leaving.

### 9.8. After School Clubs

During the school year the teacher's and elementary staff offer a variety of after school clubs ranging from artistic programs, various dance classes and even cooking and academic pursuits. These classes are a fun and excellent way for your daughter to make new friends and learn a new skill. Two sessions will be offered throughout the school year; a fall one in October-November and a spring one from March-April. Each session will run for a total of 6 weeks and cost 30KD per student, per session. Classes will take place directly after school from 2:45-3:45 on





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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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designated days. \*\* PLEASE NOTE: It is imperative that parents pick students up on time at 3:45. Failure to do so will result in your daughter being dismissed from the afterschool club without reimbursement.

### **9.9. 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.

### **9.10. 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.

### **9.11. Student Fee**

Each student is asked to bring 10 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.

### **9.12. 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.

### **9.13. Backpacks**

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

### **9.14. Emergency Procedures**

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



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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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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.

## 9.15. 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:

### *Fines for damaged textbooks:*

Normal Wear	NO FINE
Slight damage by writing and torn pages	2.000 KD
Many pages heavily damaged by much writing	15.000 KD
Many pages/cover pages heavily damaged (torn)	15.000 KD

### *Fines for lost textbooks:*

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

## 10. 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.

### 10.1. 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.

### 10.2. 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



# AMERICAN ACADEMY FOR GIRLS

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

- 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.
- 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

### 10.3. 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



## AMERICAN ACADEMY FOR GIRLS

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

<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 English or Arabic to students or staff	1,2,3
<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	2,3



# AMERICAN ACADEMY FOR GIRLS

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

	belong to you	
<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 with the intent to harm	3
<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.



# AMERICAN ACADEMY FOR GIRLS

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

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

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

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



# 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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## 11. AGREEMENT SLIP

**I have read the American Academy for Girls Student Handbook for 2018-2019. I understand the content and meaning of the information contained in the handbook, and I agree to the follow the requirements.**

Student Name: \_\_\_\_\_

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

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

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

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

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

Student Name: \_\_\_\_\_

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

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

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

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

This student/parent handbook is the primary reference point when you have a question regarding policy or procedures in the Elementary School. Please refer to it before contacting your daughter’s teacher or the Elemntary Principal if you have a question.

Please return this page to your daughter’s teacher by the **September 16<sup>th</sup>**. 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