



Middle School Student/Parent Handbook 2018 - 2019

7th & 8th Grade

The American Academy for Girls
Salwa, Area 5, Street 1 Bldg 288
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School Mascot – Warrior
School Colors – Red and White



AMERICAN ACADEMY FOR GIRLS

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

The American Academy for Girls
Middle School
2018 – 2019

Middle School Principal

Mrs. Fay Al Mutawah ext. 116

Middle School Guidance Counselor

Ayomide Sokoya ext. 115

Middle School Secretary

Ext. 114 or 9661-6082

Department Leaders

Nabila Al Saedei (Arabic) ext.

Rateeba Saed (Religion) ext. 119

School Nurse

Deepthy Bijoy and Shebi Chacko, ext. 117

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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 encourages students in their pursuit of academic excellence.

CORE VALUES

We believe that the community will strive to:

- Provide learning experiences that 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 of 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 guide students to experience that learning is best achieved through reflection, 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.

Middle School's Philosophy

The American Academy for Girls' Middle School has a supportive, nurturing environment that promotes the values of creativity, self worth, independence, and accountability. We seek to provide structure, modeling nurturance and support that enable our students to become productive and ethical contributors to society while pursuing and achieving individual goals and life paths. The primary language of instruction is American English. The curricula are aligned with American Standards (Common Core Standards) modified to meet the needs of English Language Learners.

ADMISSIONS

The American Academy for Girls (AAG) admits students without regard to race, ethnic background or students of other faiths. **All perspective students seeking admission at AAG must follow the admissions'**



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procedures outlined below. Parents are encouraged to contact the Principal before the admission process begins.

Processes 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 fee of KD 100 (non-refundable) to the Business office
- Make an appointment with the **Admission's officer for an entrance exam and interview**
- Each student takes scheduled examination after payment of KD 20 (non-refundable)
- The Principal and the Director review the results of the examination. Parents are then notified of decisions regarding admission/non-admission.
- Parents receive the Health documents, which must be completed and submitted to the Nurse **prior the student's first day of class.**
- It is the responsibility of parents to inform the registrar if they are aware of any special education needs and difficulties that the student may have at the time of submission of the application.

Registration

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

Parent's Responsibilities

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

Permanent Record

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

Releasing Records of Students

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 made aware that they have the right to this information. The parent or student who wishes to have access to



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student records should notify the Principal in writing. The school will grant access within 24 hours of the request.

Change of Address/Telephone/E-mail Address/E-mail address

It is vital that the school office has up-to-date contact information. Parent must notify the school of a valid email address and all communication by the school will be sent via email. 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.

ACADEMICS

Assessing Student's 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 and oral assignments, as well as projects. Teachers observe performance in the classroom on a daily basis. In evaluating student achievement, teachers consider class work and homework assignments, classroom participation, and behavior, as well as quiz, test, exam and project scores. When students miss class or waste time during class periods, learning opportunities are lost. Teachers consider all of these aspects when assigning grades.

Assessment Guidelines

1. At the beginning of each course, teachers will inform students and the administration of their classroom expectations and grading procedures.
2. Teachers will use multiple techniques when assessing student progress (quizzes, tests, oral and written reports, presentations, laboratory experiments, class participation, journals, portfolios, rubrics etc.).
3. Grading will be regular and related to the content of each subject.
4. Teachers will report to students, and parents/guardians regularly, or as necessary, at the half way mark, and the end of each quarter, the progress being made by their students.
5. Parents will be informed and a conference will be held as soon as possible when a student's progress or attitude becomes unsatisfactory, or shows marked or sudden deterioration.
6. Periodically, when a student's grade falls below 70%, parents/guardians will be notified through a weekly Academic Progress Report and by e-mail.
7. **Teachers and the counselor will meet periodically to discuss student's progress at each monthly team meeting.**
8. Students will be deducted 1% of their behavior and participation grade for every two unexcused late arrivals to class from their total quarter grade up to 10%.
9. The counselor, principal, teacher or parent may call for a conference at any time in order to discuss a student's progress.
10. Students who make Ds and Fs on their report card will automatically be placed on a weekly Academic Progress Report (APR) that needs to be signed by the parent and returned by the student to the Counselor. A student who has received two or more Fs in core subjects will be placed on Academic Probation until the next report card.



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Assessment Policies and Procedures

The Middle School utilizes the traditional methods of assessment and evaluation through the year such as tests, quizzes, class work, home work, behavior, and classroom participation. Also, teachers include the following as part of their assessment: labs, research projects, oral presentations, writing portfolios, and journals. Please note that no commercially made projects will be accepted. The students must do their own work! It should not be done for them by siblings, tutors, parents, or nannies!

Parents and students are informed by the core subject teachers of the importance of assessment and evaluation, and its weight in each subject area through a course outline for each subject. The teachers direct and encourage the students to bring and use their assignment book daily in order to be aware to prepare for upcoming tests and assignments of all kinds. The assignment book allows for daily communication between students, teachers, and parents. So, please check your daughter(s) e-mails and assignment book daily for communication from her teachers.

The standardized test, Measurement of Academic Progress (M.A.P.) will be given for Math, Reading, and Language to students in the fall and spring to assess the yearly progress at their particular grade level. Teachers will use the results of these standardized tests, quizzes and/or test to determine if students have mastered a certain skill, what percentage of the class is retaining the information, compare against students in their age group, and to determine the strengths and weaknesses of the instructional program.

Notebooks:

The school has implemented a no Binder policy. Therefore, the school is providing the students with notebooks to use for each of their classes. If your daughter loses the notebook, she will need to be 1.500 K.D. to receive another notebook.

Student's Progress Review Procedures

Student progress is reviewed in a number of ways:

- **Assessing student's progress: during each weekly meeting**, the grade level teachers meet to discuss the academic concerns or success of students. They also decide when to refer student(s) to Child Study;
- Conduct meetings with parents and teachers for academics and/or behavior: The Guidance Counselor, Nurse, content teacher(s), and/or any other concerned persons meet to review the student referrals and determine a course of action to best meet the needs of the student(s);
- Making telephone calls, writing messages through school emails or in the students' assignment books, texting, and sending letters to parents;
- Issuing Report Cards quarterly (There are four (4) quarters in a school year);
- Providing parent/student/teacher conferences: Conferences may be called by a parent, a teacher, or an administrator to discuss a **student's progress**;
- Keeping records: information is passed from grade to grade via permanent record folders, Counselor's files, Principal's files, and team logs;
- Weekly reports for students on academic probation



Test and Quizzes

The purpose of tests and quizzes are to assess academic progress. For this reason, no more than 2 tests may be given per day. Team leaders will work diligently to balance all test and quizzes across the week. Pop quizzes can be given at any time!

Test and quiz dates will be announced by the teacher in class, so please make sure you write it in your assignment book. The results from the test and quiz - will be analyzed and used to improve and guide instruction. All test and quizzes will be graded and returned to the student for her to keep. Teachers will not be responsible if the students does not show the parent the test or quiz. Parents please pay **close attention to your child's grades to see when your child took a test or quiz, so you will know she should have shown it to you.**

When a student is absent on the day of a test or quiz whether excused or unexcused the students has 2 days to arrange with the teacher to make it up. For an excused absence, the student will receive 100% full credit. With an unexcused absence, the student will be deducted 10% of their grade.

Homework/Class work Expectations

Homework from the Math and English Departments, and on occasion the Science Department will be assigned to students at the end of class and must be turned in on the due date or the late policy will be applied. Homework is to be the original work of the student or she will receive ZERO. Students are expected to make up the work if they have been absent when the homework/class work was assigned.

Late Policy for assignments, projects, on-line content, etc. (Not for Test and Quizzes):

If an assignment is not turned in on time, the student will receive an M, meaning that the assignment is missing.

For example: if the assignment is handed in by:

- 1) The start of the next math class period a 10% penalty will be applied to the grade of the assignment. This means that a 100% will become 90%, a 90% becomes an 80%, etc.
- 2) If the assignment is handed in by the start of the second math class period a 50% penalty will be applied to the grade of the assignment.
- 3) If it is not handed in by the start of that second math class period, the M will be exchanged for a zero and the assignment will not be accepted.

All class work must be done by the end of the class period. If the students need to take it home to complete the late policy will apply.

If a student has an excused absence, then it is the **student's responsibility** to talk to the teacher to obtain any materials/assignments given. This will be due at the start of the next class.



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If the student misses a test or quiz, they must talk to the teacher to reschedule it by the start of the next class.

- For excused absences, the student will receive full credit if taken within the 2 school days upon arrival.
- For an unexcused absence, the student will have 2 days upon arrival, but the student will be deducted 10% of their grade
- If the test or quiz has not been completed after the 2 days of arrival from absence, the student will receive a zero for the assessment.

For the most part the Social Studies and Science classes will not have homework. However, there will be some days you will be required to complete work on-line, readings, labs, activities, or class work if you did not do so for your class(es) that day **or to prepare for the next day's class.**

ALL teachers are required to ask the student for and see the "excused" note from the nurse as to eliminate any confusion regarding absences. If she does not have the note, please send her to the nurse at that time to get it, and she needs to show the secretary, so she will send an e-mail to all team members.

Admin Plus:

Grades are entered weekly into the school's computer grading system. All grades entered into Admin Plus must indicate the date the work was assigned as well as a description of the assignment for reference.

Report Cards

The year is divided into four quarters. At the end of each quarter, a report card is issued to each student. Report cards will contain a percentage grade and contain specific teacher comments for each subject for the quarter.

Progress Reports (PRs): All progress reports will be sent electronically.

Student progress is reported to parents at the mid-point in each quarter through a progress report and weekly, if students have Ds and Fs on their report cards. All 7th and 8th graders, who have a 70% or less, will receive a progress report. Students will be placed on an Academic Progress Report (APR) if they have Ds and Fs on their report cards for each quarter as needed.

Academic Progress Report (APRs) – All progress reports will be sent electronically

A student will be placed on a weekly Academic Progress Report (APRs) after each report card period if she has Ds or Fs in any content classes (Math, Science, Social Studies, or English) per quarter as needed. Each quarter, the counselor will send the initial letter home. Parents will need to sign it and the student return it to the Counselor.

The student is responsible for showing her parent the report at the end of each week. It is the **parent's responsibility to ensure they review, sign, and send the** report back to the school for the



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student to give to the Counselor. Students who are on academic probation for two consecutive quarters may be asked to leave AAG. The counseling office may be able to provide assistance in seeking a more suitable academic environment.

Academic Integrity

It is the intent of the administration and AAG Middle School's 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

Academic dishonesty undermines the learning process; and therefore, is not tolerated in our school. Academic dishonesty includes cheating, plagiarism, fabrication, and deception.

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 (0) for that assignment and consequences listed below. Additionally, parents will be notified of any plagiarism by the classroom teacher.

Plagiarism

Plagiarism is defined as taking credit for **another person's work**. **This includes using another person's words and/or ideas that have been taken from written material, from the internet or neglecting to give credit to that person.** Work must not be taken from written material or from the Internet. Students are taught by teachers how to avoid plagiarism. **We have zero tolerance for plagiarism!** Any student who has plagiarized on any assignment will receive a zero (0) grade for that assignment and consequences listed below. The teacher must notify the parent of any incident.

Cheating

Cheating or the attempt to cheat is not tolerated at our school! Cheating consists of copying another student's work, giving or receiving answers from another student's test, quiz, any given assignment, or bringing unauthorized answers to a test or quiz. Cheating also includes talking during test or quizzes, **looking at other students' papers during a test or quiz, electronic devices, mobiles, or writing answers on desks, pencils, clothes, little cheat sheets, body parts, etc.,** It is also the attempt to help yourself or others to obtain a better grade by giving or receiving answers to an assignment or assessment. Here are the steps for consequences of cheating:

Any student caught cheating, plagiarizing, or otherwise compromising the educational process, will be subject to disciplinary action. A student caught committing one of these offenses will receive a grade of zero "0" for the assignment and consequences listed below:



Consequences for Academic Dishonesty, plagiarism, cheating, etc.

1st offense – 0 on the assignment, lunch detention, and teacher notifies parent, and offense is documented;

2nd offense – 0 on the assignment, After-school detention (ASD), teacher notifies parent, referral to Counselor; meeting with student, teacher, and team leader;

3rd offense – 0 on the assignment; In-school suspension (1-day ISS), teacher notifies parent, and schedules a parent meeting with students, teacher, and principal;

4th offense – 0 on the assignment, Out-of-school suspension (1 day – OSS), teacher notifies the parent; name added to DO NOT RETURN list;

5th offense – 0 on the assignment and name remains on DO NOT RETURN list;

More serious infractions that compromise the educational process will result in further disciplinary action, which may include restriction from school activities, and/or disqualification from awards eligibility. Such action will depend on the nature and severity of the infraction.

Quarterly Exams and Semester 2 exam exemptions

Quarterly examinations occur during the last week of quarters 2 and 4. Review days are included in our preparation for exams. A quarterly exam schedule will be sent via e-mail at the latest a week before exams begin.

Students who maintain a 90 or above average by the end of quarter 4 in one or more of the four (4) content classes (Math, English, Science, or Social Studies), have no ASD, ISS, or OSS due to behavioral concerns will be exempt from quarter 4 exams.

Students will not have to attend the review days for the exam(s) for which they are exempt. If they are exempt from all four (4) exams they will not need to attend the review week at all. Their final grade will be calculated using the average of semester 1, quarters 3, and 4.

Attendance (late to school) Exemption status – Students who have an OSS due to lates to school will be allowed only 1 OSS. If they get a 2nd OSS or more due to attendance (lates to school), they will lose their exam exemption privileges.



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After the examination (Arabic, Religion, Math, English, Science, and Social Studies), all students will be allowed to go home early for quarters 2 and 4 only.

TESTING SCHEDULE

The team leader for each team will work diligently with all subjects including Arabic, Religion, and elective classes to notify students of quizzes and test for the following week. If there is a “pop quiz” for that same week teachers WILL take into consideration the number of test and quizzes already being given on a specific day and for the week.

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-



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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

Grading

All teachers will evaluate their class activity as well as mastery of subject matter. In September, 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:

1. No student will be assigned a grade less than 50 for a marking period or as a final grade.
2. If a student gets more than 100%, the extra points will be carried forward to the next quarter.
3. **In terms of the eligibility policy, an "Incomplete (I)" or a failing grade will be treated the same.**
4. **The grade of "Incomplete (I)" will be assigned only for excused extended illness and/or extenuating circumstances.** Students receiving the grade of (I) are incomplete and have two weeks to complete missing assignments.

High Honor Roll and Honor Roll

Students who earn all As in a quarter will be placed on the High Honor Roll. Students who earn all As and Bs will be placed on the Honor Roll. You cannot **have any "Cs or below" on your report card** from any class including (PE, Arabic, Religion, Computers, Art, etc.) and be on either high honor roll or honor roll.

Promotion

In order to be promoted to the next grade level in middle school, a student must have:

- An overall grade point average listed below or better at the end of the school year;
- Met attendance requirements of 90% total school days;
- An acceptable disciplinary record;
- Passed 2 or more content subjects (Math, English, Science, and Social Studies)

Grade 8 – must have a 1.9 G.P.A. (C/74) or higher to enter high school

- If they have a 1.7 G.P.A. (C-/72) – 1.8 G.P.A. (C/73) they will be promoted to the next grade level on a conditional basis. They will be placed on an academic contract for the next school year;



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Grade 7 – must have 1.7 G.P.A. (C-/72) to pass to next grade

- If they have a 1.5 G.P.A. (C-/70) – 1.6 G.P.A. (C-/71) they will be promoted to the next grade level on a conditional basis. They will be placed on an academic contract for the next school year;

Retention

In order to be promoted to the next grade level, students need to have passed 3 or more of the following subjects (Math, English, Science, or Social Studies). Students who fail 2 or more of these subjects will automatically be retained in their current grade. Further testing or an outside evaluation/assessment may be required for appropriate placement options, or the student may be asked to find a more suitable educational setting.

Strategies and Plans for Improvement will vary according to the student's needs. In some cases, the student on Academic Probation will need to be removed from participation in specific clubs and after-school activities until their grades improve. They may be required to work closely with their teacher regarding study and organizational skills, or the student would benefit from additional support at home or school. Should a student remain on Academic Probation for 3 consecutive terms, she may be considered for grade retention or asked to find a more suitable educational setting. This will be decided on an individual basis. The final decision for retention or dismissal from the school shall be made at the end of the school year by the Principal, in conjunction with comments and suggestions from the student's teachers, Counselor, and parents.

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:



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

The school acts “in loco parentis,” that is, in the place of the parent with respect to the supervision of a student’s education and conduct while she is in school. This authority and this code of conduct, extends to school sponsored functions at whatever location they are conducted. We believe that school and home must work together to create a safe and respectful learning environment for all students. Therefore, students will demonstrate the highest standards of behavior, courtesy, and good manners at all times. It is our expectation that everyone will develop and maintain clear moral and ethical standards.

Each student is guaranteed the right:

- To be heard;
- To have fair and consistent rules;
- To due process procedures;

The student’s rights are accompanied by student responsibilities:

- To attend school and classes regularly;
- To respect school staff members and property;
- To refrain from conduct that disrupts or threatens to disrupt the learning environment of others;

Honor Code

The American Academy for Girls remains committed to being a place where every student is treated fairly, with dignity, and respect. The expectation is that every student will demonstrate these same qualities when interacting with teachers, administrators, staff and each other. 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.
- I promise to be helpful and cooperative with administrators, teachers, classmates and guests.
- I promise to be respectful and courteous towards teachers, students, and guests.
- I promise to accept the discipline of the school as desirable and necessary for well-being and that of my classmates.
- I promise that I will exhibit proper and safe behavior.
- I promise I will behave in an orderly manner when using the corridors so as not to disturb other students or staff members.
- I promise that I will not throw any object that could cause injury to another person.
- I promise that I will not bring unsafe objects to school such as but not limited to matches, knives, firecrackers, poppers, or other objects that may be considered unsafe.
- I promise that I will not behave in disruptive manner in class or during other school activities and/or the playground.



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- I promise I will not deface or destroy school property.
- I promise to be punctual in my class attendance and any other meeting.

Disciplinary Policy

The basic long-range purpose of discipline is to develop in every student, the capacity for intelligent self-discipline. The primary short-range goal is to maintain a positive learning environment in the classroom and within the school campus.

As a staff, we expect to develop and maintain appropriate limits for students' behavior and to establish consequences of student misbehaviors, which are fair and justified. We have developed a policy of effective discipline within our school for the good of all partners – students, staff, and parents. In the event that students do not uphold the responsibilities and standards outlined above, the disciplinary policy will be enforced.

Zero Tolerance Behaviors

AAG has zero tolerance towards specific behaviors as listed below. The Principal or designee will assign appropriate consequences for these behaviors. Consequences may include parent notification, parent-teacher-admin conference, after-school detention, in-school suspension, out-of-school suspension, removal from school clubs (student council, sports teams, etc.), behavior contract, or any other behavior deemed inappropriate by Principal. Additionally, a grade reduction or a zero (0) grade will be assigned as appropriate.

- Writing on desk, furniture, walls etc. with pens, transfers, stamps, pencils, markers, etc. (size, color, or design is irrelevant); writing and/or drawing on the student's skin, clothing, restroom walls;
- Insubordination: blatant or persistent opposition to authority or behavior that undermines the educational, moral tone of the school, and/or disruption to learning environment;
- Showing or being disrespectful towards a teacher, staff member, or fellow student.
- Persistently being out of school uniform;
- Bullying via (verbal, social, physical, or cyber) of staff or students; if proven or act of admission, the student will receive: 1st offense - automatic ASD, referral to counselor, parent notified; 2nd offense – ISS, referral to counselor, parent meeting required, student placed on a behavioral contract, and **student's name goes on DO NOT RETURN (DNR) list for next school year; 3rd - 1-day OSS, names remains on DNR list, parent meeting with student, parent, and Principal – 4th offense - 3 days of OSS, meeting with Superintendent, and student will not return to AAG.**
- roaming around the building during or after hours; loitering in parking lots after school hours;
- **In another school's area for any reason without permission;**
- Repeated, improper, or unsafe behavior (i.e.e. running in the hallways, playing on the stairs, yelling, screaming, fighting (physical or verbal), play-fighting or kicking, etc.) *anywhere* on school property;



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- Academic Dishonesty/cheating on any assignment, test or quiz (including talking during a test or quiz, copying from, or giving answers to another student, putting answers on your body, clothes, erasers, etc.); using any electronic devices to copy.
- Stealing (the taking of another person's property without their permission.);
- Forgery (i.e.: signing a parent's signature on a progress report, report card, field trip permission slip, changing a report card/progress grade, etc.);
- Plagiarism (0 for the assignment) and parent notified for first offense; see handbook pg. 14 for additional offenses and consequences.
- Using disrespectful or abusive language/gestures towards other students or staff members;
- Fieldtrip behavior- if they get in trouble on a field trip, the student will not be allowed to go on the next field trip, if there is a second field trip in that quarter. Otherwise, they will be given another chance to go on the next quarterly field trip.
- Truancy (skipping school) and/or (skipping class(es)).
- Gossiping, spreading rumors, inciting riots, disharmony, or confusion.
- Students should not call drivers/nannies/parents to come pick them up without the **permission from Principal, Counselor, Nurse, or Principal's designee.**
- Inappropriate references: such as words, phrases, etc. that affect politics and/or religion as seen or heard through the media: (Social, TV, radio, newspaper, etc.) whether you were playing, joking, etc. or not.
- Other inappropriate behaviors as determined by the Principal;

Resolving Classroom Issues

When students or parents have concerns or questions regarding a specific course, they are encouraged to schedule an appointment first with the course teacher to discuss these issues. If the student or parent feels the issues have not been adequately addressed, then they may seek further assistance from the Team Leader, then the Guidance Counselor, and lastly the Principal. If these sequences of assistance have not been met, the Principal will not meet with you unless it is an emergent situation (which will be determined at the discretion of the Principal).

Determining Consequences

Student discipline is designed to correct misconduct and encourage students to behave as responsible citizens of the school community. The principal or designee has the discretion to apply school-based discipline for specific violations.

- The sequence of disciplinary action begins with the minimum disciplinary action which can be taken;
- Progresses to the more serious disciplinary consequences established in this handbook.

The disciplinary action to be taken will draw on the professional judgment of teachers and administrators. The sequence of disciplinary actions is outlined below in the student discipline chart.

NOTE: Lunch Detention, ASD, ISS, OSS, or 3-day OSS CANNOT be given if parent contact has not been made a minimum of 5 days before. Unless, the infraction warrants an immediate



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consequence due to the nature of the situation. If you e-mailed and did not get an answer by the 2nd day, please make a phone call, and document all efforts.

7th AND 8th GRADE DISCIPLINE CHART

The American Academy for Girls' Student Code of Conduct for 7th and 8th graders				
Infraction	Occurrence			
	Definition	1 st Offense	2 nd Offense	3 rd Offense or more
Flag ceremony/ Assembly Behavior	Demonstrating disrespectful behavior including but not limited to: laughing, unison loud clapping, booing, and whistling	-Immediate removal from assembly; -Lunch detention with teacher -parent notification via e-mail;	-1 day ASD with teacher; - Parent notification via email - Referral to Counselor; - Counselor to e-mail parent of counseling;	-1 day ISS; - Parent conference required with Counselor - Placed on behavioral contract by Counselor 4 th : 1-day OSS - Name added to Do Not Return (DNR) list for next school year. - Student/Parents meet with Counselor and Principal
Academic Dishonesty	Copying another student's work or test answers, using cheating devices during a test, giving or receiving information during a test, plagiarism.	0 on the assignment; -Teacher notifies parent - Lunch detention with teacher	-0 on the assignment, ASD, -teacher notifies parent, and arranges a meeting with student,	-0 on the assignment; ISS, -teacher notifies parent and arranges a meeting with student, teacher , Asst. Principal, and Principal



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			teacher, and team leader; -student is referred to the Counselor	-4 th – 0 on the assignment, 1 day OSS, teacher notifies parent, and name added to DNR list.
Insubordination: Disrespectful, Disruptive, rude or unsafe behaviors, and/or not following directions from a staff member, school rules and procedures. In addition, other behaviors deemed inappropriate by Principal.	Using any disrespectful or rude mannerisms, hand gestures, language or other behavior towards a staff member or fellow student. Running, shouting, cursing, fake fighting, interrupting a class lesson with inappropriate behavior (talking, laughing, playing, or other disruptive acts (singing, beating, etc., on school grounds including during class time, lunch time and before or after school.	-Teacher notifies parent - Lunch detention with teacher	. -1 day ASD with teacher; -teacher notifies parent -Referral to Counselor; – Counselor to e-mail parents of counseling;	-1 day of ISS; teacher notifies parent -Teacher has documentation of talking to a parent about behavior 5 days before ISS to be given; -Parent conference required with teacher and Team Leader; - Referred to Counselor for counseling 4 th - 1 day of OSS; teacher notifies parent -Meeting with student, parent, teacher, and Asst. Principal. -Placed on Behavioral contract by Counselor -Name placed on DNR list for



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				next school year with the -5 th : 3-day OSS -Name remains on DNR list.
Trespassing on school grounds while suspended from school		-3 days OSS; -Counselor to notify parents via e-mail and follow up with a phone call; -Name placed on the do not return list for next school year	Expulsion from AAG for -next school year	
False Fire Alarm/Fire Extinguisher	Activation of false fire alarm. Or tampering with fire extinguisher	-1 Day of OSS; - Parent conference required with Principal; - Restitution/restoring -Placed on Behavioral contract by Counselor	-3 days of OSS; - Referral to Superintendent; - Student will be expelled from AAG for next school year	-Referral to Executive Director with the possibility of immediate removal from AAG
Forgery	Signing or writing forged notes or documents.	-1 Day ASD with teacher; -Teacher notifies parent; -Referral to Counselor;	-1 day of ISS; -Parent meeting with counselor; Placed on Behavioral contract by Counselor -Student will	-1day of OSS; - Parent meeting required with Asst. Principal; -Name placed on DNR list for next school year - 4 th – 3-day OSS



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			receive a “0” if any type of class work, homework, quizzed, or test or involved.	
Cell phones and Electronic Devices	<ul style="list-style-type: none"> -Use of cell phone or electronic devices at school. -Taking photographs with cell phone; -Mobile rings at any time during the school hours: 7:00 – 2:30; 	<ul style="list-style-type: none"> -Mobile confiscation by staff member and kept until parent comes; -Staff member contacts the parent,; -Mobile must be picked up by the parent; -Parent must sign letter of warning; - Students name e-mailed to team, counselor, secretary, and principal. - Lunch Detention with teacher 	<ul style="list-style-type: none"> - 1 day of ASD; - Same procedures as 1st offense; -Referral to Counselor; - -Parent must sign letter of 2nd offense; - teacher/staff schedule meeting with student and parent. -Student’s name will be placed on DNR list for next school year; 	<ul style="list-style-type: none"> -1 day ISS; - Same procedures as 1st offense; -Placed on behavioral contract by Counselor -teacher/staff schedules meeting with student, parent, and Principal -4th: 1-day OSS -Name remains on DNR list. -5th: 3-day 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 school without	<ul style="list-style-type: none"> -1 day of lunch detention with teacher; - teacher notifies parent; 	<ul style="list-style-type: none"> -1 day of ASD with teacher; - parent conference required with Counselor 	<ul style="list-style-type: none"> -1 day of ISS; -Parent conference with the Principal required; -Name placed on the DNR list



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	permission of the teacher.		and teacher; - Placed on Behavioral contract by Counselor.	for the next school year. 4 th offense - OSS
Tardy to Class or Lock Out	Student is not in the class at the designated start time.	<ul style="list-style-type: none"> - Teacher allows student to enter class and e-mails the name of the student(s) to the Principal and cc secretary; - Student given a warning by Principal; - Name placed in bulletin; - Teacher – notifies the parent to inform them. - Lunch Detention with teacher 	<ul style="list-style-type: none"> - 1-day ASD; - Parent meeting with teacher required; - Meeting with counselor, teacher, and student; 	<ul style="list-style-type: none"> - 1 day of ISS; - Parent meeting with Principal required. - Placed on Behavioral contract by Counselor 4th: 1-day OSS; - Name placed on DNR list for the next school year.
For every 2 additional unexcused tardy(s) to class		1% off the overall grade will be deducted max up to 10%		
Tardy to School	Student is not at school by 7:30; Student does not have a doctor, dentist, or Embassy appointment slip.	<ul style="list-style-type: none"> - 1st Tardy -verbal warning by secretary; - 2nd Tardy – warning by secretary. - 3rd Tardy – warning by secretary. 	<ul style="list-style-type: none"> - 4th tardy – Secretary sends e-mail to parent informing them of possible OSS with the 6th tardy; - 5th tardy – 2nd email with warning of OSS on next late. 	<ul style="list-style-type: none"> - 1 day of OSS on the 6th late. - The counting of the tardies will start over after the 6th late.



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Truancy from school	The act of unauthorized absence from school and/or class for any period. Leaving the school building, field trip or site of school activity without permission.	1 day OSS; -Parent meeting with Principal; -Student receives a “0” for missed work. -Referral to Counselor;	-3 days of OSS; -Parent meeting with Superintendent; -Student receives a “0” for missed work.	- a 2 nd - 3 days of OSS; -Parent meeting with Executive Director; - Student will not be allowed to return to AAG for next school year.
Vandalism/ Graffiti	The willful destruction or defacement of school or employee’s personal property (i.e. Car, personal belonging, etc.)	-1 day ASD with teacher; -Parent notification via e-mail; -Payment of any related damages; -Referral to Counselor to be placed on Behavior Contract;	-1 day ISS; -Parent meeting required with Principal; -Payment of any related damages	-1 day OSS; -Parent meeting required with Asst. Principal/Principal -Expulsion from AAG for next school year. -4 th – 3-days OSS
Arson, Fireworks, poppers, stink bombs, or anything else deemed inappropriate or prohibited by the Principal.	Possession or use of fireworks, take part in chats, texts, phone calls, etc. that encourage or applaud such behavior will not be tolerated. If you engage and take part in these types of conversation, you are part of the problem and will receive a consequence.	-2 days of OSS; -Parent conference required with Principal; -Referral to Counselor to be placed on Behavioral contract -Counselor to notify parent via e-mail and follow up with a phone call.	-3 days of OSS; -Parent conference required with Principal and Superintendent; -Name placed on DNR list for next school year	- 4-10 days OSS; -Parent conferences with Asst. Principal/Principal, and Executive Director with the strong possibility of removal from AAG.
Bullying	The abuse, annoyance or harassment of another by means of teasing, ridicule or	-1 day ASD with teacher; -Parent notified via e-mail;	-1 day ISS; -Parent Conference required	-1 day of OSS; -Parent Conference required with



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	criticism	-Referral to Counselor to be placed on Behavioral contract -Counselor to document and place in folder	with Principal; -Name placed on DNR list for next school year. -Counselor to document and place in folder	Asst. Principal/Principal -Student will not return to AAG for next school year. -4 th – 3-days OSS
Fighting/play fighting, kicking, etc.	Physical contact, assault or threat of physical assault. All who contend, regardless of who initiates the fight are guilty. If you hit back you will receive a consequence too.	-1 st offense – lunch detention with teacher; -Referral to Counselor to be placed on Behavioral contract;	-1 day ASD; -Parent Conference required with Principal; -Name placed on DNR list for next school year.	-1 day of ISS; -Parent Conference required with Asst. Principal/Principal and Superintendent; -Student name place on DNR return list. -4 th – 1 day OSS -5 th – 3-days OSS
Obscenity	Use of obscene or vulgar (profanity) language by students in verbal or written form, in gesture or in pictures	-1 day ASD with teacher; -teacher notifies parent; -Referral to Counselor to be placed on behavioral contract; -Counselor to notify parent via e-mail follow up with a phone call.	-1 day ISS; -Parent Conference required with Principal; -Name placed on DNR list for next school year.	-1 day of OSS; -Parent Conference required with Asst. Principal/Principal and Superintendent; -Student will not return to AAG for next school year.



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Right to privacy	At no time may a student take a photograph, 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 My Space, You Tube, Face book, and any others.	-2 days OSS; -parent notification via e-mail; -Referral to Counselor to be placed on Behavioral contract to be signed and returned to Counselor; -Counselor to notify parent via e-mail and follow up with a phone call.	-3 days OSS; -Parent meeting required with Principal; -Name placed on the DNR list for next school year.	-2 nd 3 days of OSS; - Student will not return to AAG for the next school year;
Physical/Verbal assault against staff members	Any physical or verbal attack, or the threat to do harm to another with or without doing any harm	-3 days OSS while considering expulsion while considering expulsion in accordance with Ministry guidelines.	Executive Director or Superintendent will make final decision.	
Inciting Disorder/Discourse	Any behavior that detracts from the learning environment and threatens the calm nature of the school such as but not limited to: loud singing, running, clapping, yelling, beating, etc.	-Teacher notifies parent - Lunch detention with teacher	-1 day ASD with teacher; -Teacher notifies parent	-1 day ISS; -Parent meeting with student and Counselor; -Withdrawal from extra-curricular activities such as field trips, sports teams, Student Council, etc.; -Referral to Counselor to be placed on behavioral contract



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				<p>4th -1 day of OSS</p> <p>-Parent meeting with Principal;</p> <p>-Name placed on DNR list for next school year;</p> <p>-5th – 3-days OSS</p>
Prank(s)	Any behavior that detracts from the learning of others or threatens the calm nature of the school.	<p>-1 day or more OSS;</p> <p>-Referral to Counselor to be placed on Behavioral contract;</p> <p>- Mandatory parent meeting with Principal and Superintendent.</p>	<p>-3 days OSS;</p> <p>-Parent meeting with Counselor;</p> <p>-Withdrawal from extra-curricular activities such as field trips, sports teams, Student Council, etc.;</p> <p>-Name placed on DNR list for next school year.</p>	<p>-Executive Director and Superintendent to make final decision.</p>
Dress code	<p>Violation of school dress code:</p> <ul style="list-style-type: none"> - I.D. badge; - shirt with logo; - teal pants; - all black shoes with black or white shoe laces; 	<p>- Warning from teacher or staff member who addressed the dress code violation, documented, and parent notified.</p> <p>-Student will be allowed to enter class;</p>	<p>- 1 day of lunch detention with teacher or designated staff member;</p> <p>-parent notified</p> <p>-Student will be allowed</p>	<p>-1 day ASD;</p> <p>-Referral to Counselor to be placed on Behavioral contract;</p> <p>-Parent notified; Student will be allowed to enter class</p> <p>4th -1 day ISS;</p>



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			to enter class	-Student will not be allowed to attend class and will be sent back home; -If there are more dress code violations the student will be sent home on 5 th -1 day OSS for each time;
Head bands	Wearing head wear during school hours. They must be plain white or black.	-Warning issued and student ask to remove; - Lunch Detention	- lunch detention with teacher; - Confiscation : return to student at the end of the day; -Referral to Counselor	-1 day ASD; Confiscation; -Placed on behavioral contract; - Student's name place on the DNR list for the next school year; 4 th – 1 day ISS; 5 th – 1 day OSS
Inappropriate references	Words, phrases, etc. that affect politics and/or religion as seen or heard through the media: (Social, TV, radio, newspaper, etc.) whether you were playing, joking, etc. or not.	-1 day of ISS; - Mandatory meeting with parent, student, and team leader; - Counseling by counselor;	- 1-day of OSS; -Parent meeting with student, Principal, and Executive Director; -Counseling by counselor; -Name placed on DNR	- 3 day of OSS Final decision to be made by Executive Director and Superintendent
Other	Other kinds of misbehavior that are	Administration Discretion	Administrati on	Administration Discretion



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	not listed above.		Discretion	
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Notes for Understanding Discipline Chart:

1. Lunch Detention-Student will stay with the teacher the entire lunch time. When a student is assigned a lunch detention, the parent will be notified by the teacher or staff member before the detention day and arrangements will be determined at that time. The student needs to bring food from home, she will not be allowed to buy food from the cafeteria during lunch.
2. ASD – After-school detention: student will stay after-school from 2:15 to 3:00 or one day with the teacher or assigned staff member.
3. ISS - In-School suspension: when a student has an ISS, the 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, quizzes, test, etc. missed due to suspension.
4. 1 day OSS/3-day of OSS – Out-of-school suspension: when a student has an 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.
5. Lock/out: Students who are tardy to class will be allowed to enter class, but their name(s) will be e-mailed to the Principal. If it is their first offense, the student will be assigned a lunch detention with the teacher. If it is not their first offense, please see the handbook for the appropriate consequence.
6. An ASD, ISS, OSS, or 3-day OSS (an ISS or OSS) CANNOT be given if parent contact has not been made a minimum of 5 days before. Unless, the infraction warrants an immediate consequence due to the nature of the situation. If you e-mailed and did not get an answer by the 2nd day, please make a phone call and document all efforts.

NOTE: If a student receives an ASD, ISS, OSS for behavioral concerns, she will not be allowed to attend any field trip(s) for that quarter only. It is non-negotiable! All documentation of consequences will be copied and given to the secretary to put in **student's** permanent folder.

Do Not Return (DNR) List



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If a student has persistent suspensions and persistent behavioral concerns, **that student's name will be placed on the Do Not Return (DNR) list for the next school year.**

Expulsion from School

Expulsion from school may occur because of the most severe behavioral circumstances - if all other means of correction have not been successful in modifying the behavior of the student. In such cases, Kuwait Ministry of Education regulations will be strictly adhered to.

Group's forming

It is the policy of AAG that no student will be allowed to be a member of a group at school, as groups connote 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 groups are formed 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 comes 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 Principal and the Superintendent will take immediate action to disband any 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.**

Students' Security Searches

The Principal and/or her designee may conduct a search of a student's person and immediate possessions (including property), wherever there are reasonable grounds to believe the student has violated the law, is violating the law, or the rules of the school relating to students' safety.

Rewards and Consequences Program

The Rewards and Consequences program will continue to be used in the 2015-2016 school year. A letter of explanation for parents is included at the end of this handbook with a form that requires your signature. Please have your daughter return the signed form to her homeroom teacher.

NOTE: If a student receives an ASD, ISS, OSS (1 day), or 3-day OSS for behavioral concerns, she will not be allowed to attend any field trips for that quarter only. It is non-negotiable!

Student's Responsibilities and Standards:

- Students are responsible for all items (i.e. backpacks, purses, books, PE uniforms, lunch bags, supplies, Ipads/laptops etc.) brought on school property and to school-related or sponsored events - Unless the student is instructed to do so by her teacher.
- Student must protect and secure all items at all times.



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- Student is responsible for any items found on her person 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

Regular school attendance is important to your daughter's success. Therefore, the importance of punctuality, attendance to class, and school cannot be overemphasized. There is a direct and positive correlation between school attendance and student achievement. In addition to academic growth, the habits of responsible and productive behavior acquired in school by successful students are of great value in their adult life.

Arrival to School

Students are expected to arrive at school by 7:20 a.m. each morning in order to get to their first period class no later than 7:30 a.m. On Mondays, students must arrive by 7:10 a.m. in order to attend our Flag Ceremony.

Tardiness to school

There will be a staff member on duty in the reception from 7:30 to 7:45 to greet the girls as they enter at or after 7:30 a.m. Students who arrive to school at 7:31 a.m. or beyond are considered "late" to school. The students need to go to the secretary's office and get an admit slip from the Secretary - upon the 6 late(s), the student will be sent home for an out-of-school suspension (OSS), and the counting of the tardiness will start over. Such absences from school will be considered 'unexcused' and the student WILL NOT be allowed to make up missed work.

-1st, 2nd and 3rd tardies: Secretary reminds students of procedures and consequences.

-4th tardy: Secretary e-mails the parent a warning notice about the number of tardies thus far:

-5th tardy: Secretary e-mails the parent a warning notice about the number of tardies thus far and what will happen on the 6th late.

-6th tardy: Student receives a 1-day OSS.

The counting of the tardies will start over after the OSS. Therefore, please make sure you are checking your e-mails on a daily basis for notices!

STUDENTS WHO ARRIVE AFTER 8:00 am WITHOUT A DOCTOR, DENTIST, OR EMBASSY APPOINTMENT SLIP WILL BE SENT BACK HOME. PARENT NOTES ARE NOT ACCEPTABLE! NO EXCEPTIONS!!!!



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Student Emergency Information Card and Release of Student during school hours

School must keep an emergency information card for each student enrolled in school. These cards must contain pertinent information in case of accident or illness. The school will arrange for you to update your emergency information each year. A student may not be released from school during school hours into the custody of any person other than those listed on the emergency information card for the student.

Early Departures

Students should only leave school early for medical reasons or *major* family crisis, as missed classes **hinder the students' success**. A written notice from the parent, including the time leaving and reason is required. This must be provided the day before the early departure, it must be provided to the school secretary if a student must be dismissed early from school.

Once the Principal approves the request, a release card will be given to the student so that it can be presented to the school receptionist/guard when the student leaves. Verbal messages or phone calls from students/parents will be accepted only at the discretion of the Principal or her designee. All other early releases from school, without approval of the Principal, will be considered an unexcused absence for any assignment (test, quiz, homework, pop quiz, class work, etc.) the lessons missed which will result in the student receiving a "0."

ABSENCE(S) 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 or email. When students are returning from any absence, a student must submit a doctor's note to receive an excused absence. The doctor or dentist's note must be submitted no later than the 2nd day after being absent. On the third (3) day the note, **WILL NOT** be accepted. When a student is absent on the day of a test or quiz whether excused or unexcused the students has 2 days to arrange with the teacher to make it up. For an excused absence, the student will receive 100% full credit. With an unexcused absence, the student will be deducted 10% of their grade.

PARENT NOTES WILL NOT BE ACCEPTED!

The school asks to receive a 24-hour notice if a student must miss part of the day due to an appointment. Absence from school-sponsored activities (ex. field trips, Sports Day), which takes place during regularly scheduled hours, will be considered unexcused. When a student is absent from school, she is not allowed to participate in after school activities (clubs, choir, sports, parties, dances, etc.) sponsored by the school on that day. This includes being a spectator at a school-sponsored activity.

Pre-excused Absence

If parents/guardians need to take their children away from the school for any length of time, then it should be discussed with the administration five days prior to the beginning of the absence. Arrangements to make-up missed assignments and assessments will be made accordingly.

Un-excused Absences

Traveling and attending social events during school time interfere with the progress of student's learning and are NOT considered an excused reason for an absence. All absence immediately before or



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after vacation period are considered unexcused. Students cannot participate in any school-sponsored activities by the school on the day of their absences. Worked missed under such circumstances will be a "0."

Excused Absences

Death in the family, sickness, authorized school sponsored activities, judicial/official government appearance, or a major family crisis are few of the major reasons for an excused absence, student must bring a note to the office, from the official government office or doctor, stating the date of and reason for the absence. The school reserves the right to determine if the absence is excused. In case of illness that lasts for more than two days or a contagious illness, the family must contact the School Nurse, and **the appropriate Middle School's Office. Students are responsible for inquiring and making up all work missed.**

Absence from Final Exam(s)

Exams will not be administered before the scheduled date of the exam, unless pre-approved by the Principal. Parents need to communicate with the Principal if possible before the exam day. If a student is absent, she will have 2 days from the absences to arrange with the teacher to make up the exam.

Vacations/Traveling is not an automatic excused reason for an absence! If parents must take their daughter(s) away from the school for any length of time, it should then be discussed with the Principal five days prior to the beginning of the absences. Students are expected to arrange with all of their teachers regarding missed assignments and assessments when they return. Absences from school-sponsored activities (ex. Field trips, Sports' Day) which takes place during regularly scheduled hours will be considered unexcused. When a student is absent from school, she is not allowed to participate in any after school activities (clubs, choir, sports, parties, dances, etc.) sponsored by the school on that day. This includes being a spectator at a school-sponsored activity.

Ministry Law

Ministry Law requires schools to notify parents when their child's absences have exceeded 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 for Absence(s)

When a student is absent or late arriving to school, **it is the student's responsibility** to contact the teacher regarding the class assignments and homework missed during the absence/tardy. If a student is **absent, a parent may request a list of the day's missed assignments by telephone or email before 10:30 a.m.** If the request is made after 10:30a.m., the request will not be honored for that same day.

When circumstances require a student to be absent more than (3) consecutive days, a parental request for assignments can be made to all of the student's teachers by the parent e-mailing each teacher or by



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calling the Middle School secretary at 9661-6082. Students are expected to complete and turn in all missed assignments. Students are allowed one day of make-up for every day of the excused absence; the teacher may extend the deadline when appropriate, **due to a student's medical status**. **Students absent less than three (3) consecutive days** are encouraged to telephone their classmates and/or to speak to their teachers immediately upon returning to school.

NOTE: Tests and quizzes must be made up after school or during the class in which the assessment was missed. Make-up work may NOT occur during another class. Work not completed will be given "0." If a student has been assigned out-of-school (OSS) suspension, they will not be permitted to make up any missed work or assessments. When a student is absent on the day of a test or quiz whether excused or unexcused the student has 2 days to arrange with the teacher to make it up. For an excused absence, the student will receive 100% full credit. With an unexcused absence, the student will be deducted 10% of their grade.

SCHOOL DRESS CODE AND APPEARANCE

Students are to maintain a personal appearance that is consistent with the expectations of the society in which we live, study, and follow the standards and regulations of The American Academy for Girls. Cleanliness, modesty, and concern for Kuwaiti cultural expectations are the key to acceptable appearance for school.

The standards of the Middle School's dress code must be achieved through cooperation between students, faculty, and parents. 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.

School Uniform

Uniforms will be checked daily by the 1st and 2nd period teachers. Students who are not in proper uniform will receive a warning, lunch detention, ASD, ISS, OSS, or 3-day OSS* consequence. Thereafter, a student will continue to receive an OSS for the dress code violation. When a student receives a warning, lunch detention, or ASD ONLY, the student will be allowed to call home and request the proper uniform to be sent to the school. For an ISS or OSS, the student will go back home! A record will be kept of all offenses to the uniform policy and consequences will be applied in conjunction with our Consequence policy.

Proper uniform consists of:

- Trousers provided in the uniform shop or made from the material sold by the school;
- White polo shirts or plain white blouses with a collar and the school log;
- Only the school's red sweaters (purchased from the school's uniform shop), and plain black walking shoes.



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-Hair: your hair must be worn in a FULL ponytail when length of hair allows it. Dying of the ends/tips of hair is NOT allowed.

-Students must wear their school ID badge and lanyard every day. It is considered part of their school uniform!

-Students must be in the proper uniform at all times unless there is a special event, and the Principal has given permission for alternate dress. If not, the student will receive a warning, ASD, ISS, OSS (1-day) or 3-day OSS*. Students can and will be suspended for not wearing their ID badge!

Uniforms will be checked daily by the 1st and 2nd period teachers. Students who are not in proper uniform will receive a warning, lunch detention, ASD, ISS, OSS (1-day), or 3-day OSS consequences. A record will be kept of all offenses to the uniform policy and consequences will be applied in conjunction with our Consequence policy.

Students' Dress Code 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 designee.

The following guidelines will be used in school dress for all students at AAG:

All the aspects of the Dress Code are governed by the Honor Code, which implies that all students should be reasonable, decent and display good taste in their dress for school:

- SHIRTS AND BLOUSES must be purchased from AAG clothing and store and short sleeves must be completely rolled down. They must not fit tight and there needs to be plenty of room in the interest of modesty. Undergarments must be white and not hang out underneath the **bottom of the shirt.** ("tunic" type blouse may be worn as long as it meets the other guidelines stated herein).
- SLACKS/TROUSERS must be purchased at the AAG clothing store. In the interest of modesty, ensure the pants have plenty of room. Also, excessively "baggie" shorts or long pants are unacceptable.
- SHORTS of any kind, including "Capri pants that are to the knee or ankles" may not be worn as part of the school uniform.
- SHOES must be PLAIN black and cover the entire foot (no toes or heels exposed). No sandals may be worn to school at any time and shoe heels may be no more than (1") in height. NO SANDALS OR ANY OTHER KIND OF OPEN TOED SHOES ARE ALLOWED - NOT ON FREE DRESS DAYS EITHER. Shoe strings have to be white or black ONLY!



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- MAKE UP (including nails polish, mascara, blush, and lipstick) MAY NOT be worn at school except on "DRESS UP" days or set dates set by Principal.
- JEWELRY may not be worn to school with the exception of a watch and one pair of small earrings, no facial piercing is allowed.
- Hair: Your hair must be worn in a FULL ponytail when length of hair allows it. The dying of the tips or ends of the hair ONLY is not allowed.
- SUNGLASSES/CAPS/ HATS/HOODIES may not be worn in the school building during school hours.
- HEADBANDS can be worn but must be solid black or solid white.
- SWEATERS only the school's red sweaters (purchased from the school's uniform shop) will be permitted with appropriate trousers combination.
- JACKETS/HOODIES – students are not allowed to wear the hoods of jackets/hoodies inside the school.
- For PE CLASSES, students must wear the PE uniform (red shirt/red shorts) purchased from the school's uniform shop.
- PE WINTER UNIFORM: Students must wear the PE winter uniform (red sweatpants/red sweat tops) purchased from the school's uniform shop.
- Only plain black belts may be worn. Chain belts and other kinds of fashion belts are not permitted.
- Earrings no longer than 3 cm. are permitted, and only one (1) pair may be worn.
- Students are required to possess ID badges at all times during school hours.
- Students are not permitted to be in possession of any ELECTRONIC EQUIPMENT in the school building. This includes, but is not limited to an MP3s, I-pods, and/or mobile phone. If they are required to bring their IPADS/laptops to school for a class, they must ensure that they hand it over to the content teacher at the end of class until the end of the day or take full responsibility for having it. You are only permitted to use your laptops during class(es) of the teacher that ask you to bring your laptop. They should not be out in the mornings in the PE area or during lunch. If we see it we will take it and you will be given a consequence.

Dress Code For Free Dress

There are special days when students may be allowed to dress out of uniform; however, we do expect our students to dress appropriately on these "special" days. Students should follow the guidelines below:

- All clothing (blouses, shirts, pants) should be loose fitting.
- See-through clothing in any form is not permitted.
- Shirts and blouses must be continuous from neckline to waist. Sleeve length should fall below the shoulders and shirt/blouse length should fall below the waist.
- Pants' length should fall at the ankle or longer, but not drag the floor. Writing across the backside of pants is unacceptable.



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- Students cannot wear shorts/skirts/skorts/capris etc., at any time. Dresses are only allowed when designated by the Principal.
- Shoes must have a flat or low heel of **no more than (1”)**. No high heels shall be worn at any time.
- No clothing should be torn or have cut out sections, this includes T-shirts.
- Guidelines for jewelry and make-up shall be the same as school uniform days.
- The administration reserves the right to specify what is appropriate.
- Jeans are permitted ONLY on specific days. Notification of these days will be sent to parents via e-mail.
- *No dresses, skirts, leggings, jeggings, or shorts may be worn without approval from the principal.*

Failure to follow these guidelines could result in the following consequences:

1st offense: warning from teacher or staff member, documented, and parent notified.

2nd offense: teacher or staff member who reported the offense will document, notify parent, and assign a lunch detention with the teacher.

3rd offense: teacher or staff member who reported the offense will document, notify parent, and assign an (C-3) after-school detention (ASD) from 2:15 to 3:00.

4th offense: teacher or staff member who reported the offense will document, notify parent, and assign an In-school suspension (ISS), counseled by counselor, and placed on a behavioral contract.

5th offense: teacher or staff member who reported the offense will document, notify parent, and assigned a 1-day Out-of-school suspension (OSS). Continuance on behavioral contract, counseled by counselor, and name placed on the DO NOT RETURN list for the next school year.

6th offense: teacher or staff member who reported the offense will document, notify parent, and will be assign a 3 days Out-of-school suspension (OSS). Continuance on behavioral contract, counseled by counselor, *and not allowed to return to AAG for the next school year.*

- The Principal will make decisions concerning any questions regarding uniform or free dress that have not been answered.

Prohibitions



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- Any manner of grooming or clothing that is too tight, revealing, distracting, or made of see through material.
- Any top that result in the exposure of the midriff or cleavage.
- Visible tattoos, henna, branding or other non-conservative fads.

Enforcement and Consequences

Attire may be checked at any time. If a teacher, staff member, or administrative official believes, an article of clothing is in violation of uniform guidelines, appropriate measures will be taken. Students may be sent home in order to change into appropriate clothing. Class time missed for a uniform violation will count as an unexcused absence with appropriate penalty enforced in the missed classes.

THE ADMINISTRATION RESERVES THE FINAL DECISION ABOUT THE APPROPRIATENESS OF A MANNER OF DRESS!!

Students Wearing of ID Badge

The administration believe that the possession of identification, “ID Badges”, by students promotes a more personalized school climate, facilitates recognition of one another as members of our Middle School's community, and helps provide a more secure environment. Consequently, students are required to possess ID badges at all times during school hours. If a student cannot produce an ID badge when requested by a staff member, the student will be subject to disciplinary action as outlined in the Student Code of Conduct Discipline Chart. If a student loses, defaces, or modifies her ID badge in any way, she will be required to purchase a new ID badge at the cost of 3KD each time.

Students who wear their athletic or program uniforms for school events or activities must still abide by the dress code. If the uniform does not comply with the dress code (too short, too tight, etc.), then the student may wear the attire for the necessary activity (assembly, pep rally, etc.) but not for the remainder of the school day.

STUDENTS MUST BE IN PROPER SCHOOL UNIFORM OR DRESS CODE DURING ANY SCHOOL SPONSORED FIELD TRIP

P.E. Uniform

Students need to wear the red shirts and red shorts (both purchased **from the school's uniform shop**) only. Red t-shirts shorts/red shirts purchased outside the school will not be allowed. Students can **wear red “sweat’ pants/red shirt (purchased from the school uniform shop) for the winter. No “switcher” pants will be allowed at any time!** Sports' shoes should be worn for P.E. class. The heel of the sports shoe must be fully closed. Therefore, students should carry their P.E. uniform and change into them at P.E. time. No P.E. uniforms will be allowed to be worn during the school day, at lunch, or after school. Students must change back into their school uniform before leaving the building. Please note that students, who require other kinds of footwear due to a foot injury, should bring in a doctor's note that indicates such, and submit it to the nurse. *No students will be allowed to wear PE uniform during the day for any reason.*

GUIDANCE AND COUNSELING



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The goal of the members of the Guidance Counselor's office is to provide students with counseling services that encompasses career and academic planning, personal development, and when needed, crisis counseling. In addition, she handles disciplinary concerns with students. This can be accomplished with the cooperation of students, parents, and the counselor working individually and in group activities. *You can fill out a referral form and return it to your teacher. The teacher will then give it to the counselor, and the counselor will pull you at her convenience.*

The Guidance Counselor is only available to students by appointment, unless there is an urgent situation. Students with appointments will be issued a pass by the Counselor. The Guidance Counselor offers many services to students and their parents: including academic counseling programs, career paths, standardized testing, and limited personal counseling. She has can provide parents with guidance on obtaining outside services that are needed.

CHANGING OF GROUPS/SCHEDULES

In the middle school, students are not allowed to pick who they are in a class with. Grades 6-8 groups have been created by the use of report card grades, M.A.P. test results, post-test results, and teacher input. We do not group students according to friendship, unacceptable behavior, etc. So, parents please DO NOT ASK to change your daughter's group/schedule. The only time a schedule will be changed is based on the academic needs of the student, AFL/Special Religion request, or at the discretion of the Principal.

Standardized Testing

The counseling office schedules and administers the MAP testing which is done 2 times each year. Each student will take a test to assess their knowledge of subject matter in Reading, Language, and Math.

Withdrawal from AAG

Students who decide 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 their departure. They also need to obtain the necessary forms and checklist for withdrawal. All obligations (library books, textbooks, fees, etc.) must be cleared before any records or transcripts can be released. Transcripts will be mailed or faxed to the next school.

Physical Education Rules and Regulations

Required Dress for Physical Education Classes

1. Students must change for PE class from their clothes into their required PE class uniform in the PE changing room.
2. The required PE uniform may be purchased through the **school's uniform shop**. This is the preferred uniform for maximum activity.
3. Black sneakers are the only approved foot wears. They are required for safety and protection of the indoor gymnasium floor. Black soled sneakers are not to be worn on the gym floors. Sneakers must have laces (no slip-on, Velcro, wheels or buckles) and have at least half inch .



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4. Students should wear only the black Converse sneakers so they only have one pair of shoes to wear for PE and school.
5. Socks must be worn with sneakers to avoid blisters and to absorb foot perspiration, which contributes to fungal growths.
6. Gym shirts - no "muscle" shirts or undershirts. No suggestive messages permitted on T-shirts. "AAG" is the only printing permitted on clothing.
7. Winter uniform: red sweatpants/red sweatshirts are recommended for gym classes. Sweatpants of the elastic/drawstring type are recommended. No jeans. If a student chooses to wear sweatpants or sweatshirt, they must conform to the required school colors both need to be red **and purchased from the school's uniform shop. No sweatpants or sweatshirts should be worn over school clothing at any time.**
8. NO JEWELRY IS TO BE WORN in physical education classes for safety reasons.
9. No food or drink is permitted in the gymnasium or health education classrooms. NO GUM CHEWING for safety reasons.
10. Students are responsible for bringing in a combination lock to secure personal belongings during the physical education class period.

Physical Education (P.E.) Class Attendance

The Ministry of Education requires physical education. Therefore, each student is required to have one hundred and fifty (150) minutes of physical education and/or health per week. Each student will be permitted to miss 2 classes per marking period due to short-term illness or absence from school. All other short-term illnesses supported by a medical note, under two weeks duration, must be made up. The student will be required to make up medically excused days to avoid a reduction in grade. A copy of the medical note must be presented to the teacher by the student for the day of the medical excuse. If a student does not dress out and has no medical note she will lose daily participation points. These **deductions will affect the student's overall grade.** If a student **doesn't** wear their PE uniform, they will not be allowed to play and they will receive:

- 1st time: verbal warning,
- 2nd time: inform the parents, 5 points deduction, and class work
- 3rd time: inform the parent, 10 point deduction, class work (writing), sent to counselor, and name e-mailed to the Principal.
- 4th time: 15 points deduction, meeting with the student, parent, and teacher;
- 5th time: 0 for each day thereafter; and for not participating in the PE class, student will receive 0 for that class.

On extended illnesses or injuries, the student will be scheduled for adaptive physical education pending notification from the doctor. The student has the responsibility to contact the school nurse for the proper medical forms, and the student should return the medical note/forms within 10 school days. The family doctors must fill out the appropriate forms identifying proper activity for the student. The student will then be assigned to individualized physical education in the adaptive room for the remainder of the medical excuse. These students will receive grades and credit for the course.

STUDENT ACTIVITIES



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AAG offers many unique opportunities for Middle School students to experience a well-rounded education. Different activities are offered for each grade level and some activities are for the entire school. These activities may include, but not limited to:

- interdisciplinary projects and class projects;
 - holiday celebrations;
 - M.U.N.
 - special activity days;
 - “Catch-A-Kid” activities/contests
- Sports’ Day;
 - after-school sports teams;
 - award assemblies;
 - grade level field trips;

In addition, the Middle School Leadership provides activities that also enhance the AAG experience. Some of these activities include:

- 8th Grade Student Government;
- leadership training through Student Council; field trips;
- fundraising and collections for charity; community service;
- teacher and student recognition assemblies; student luncheons;
- school wide events: dress-up days, talent show, spirit assemblies, movie days

Student Activity Guidelines:

1. After-school activities for students that may be offered through the school year, will be supervised, coached, and directed by teachers. Details will be available throughout the year. Student who are not enrolled in an after school activity must leave the building @ 2:30pm. Any student who is not enrolled in an after-school activity will not be permitted to ride the school bus to or from any school function. Any student attending an after-school activity at another venue is expected to behave in a manner **that respects and reflects the AAG’s school** rules, policies, and procedures at all times and must be accompanied by an adult.
2. At the completion of an after-school activity, students will wait in the reception area with their designated teacher until they are picked up. Please make sure there is a ride for your child at the requested time. Students who are not picked up on time on a regular basis will not be permitted to attend the next scheduled activity.
3. Students are not allowed outside the school doors until a parent or driver arrives. No girls are to be outside the school at any time, this means the parking lot across the street as well as the front steps of the school. They should go directly from the school to the car or from the car into the school.
4. Students have to be present at school to attend school field trips. They will have to ride the bus from the school to the site and from the site back to the school.
5. Students who attend an activity as a spectator will not be allowed to be dropped off by their drivers and/or nannies and left unsupervised.



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“Catch-A-Kid” Program

Although we believe that good behavior has its own intrinsic rewards for a student, we actively encourage positive behavior through the following programs. The purpose of the program is to reward good citizenship, good behavior, hard work and unselfish acts as a group. The group may receive recognition for the “Catch-A-Kid” Award at a quarterly assembly for any of the following reasons:

- following directions in class;
- assisting someone in need;
- behaving in the hallways;
- sharing with others;
- showing respect for authority and/or school or personal property;
- maintaining a positive attitude;
- extra effort in class

Student of the Quarter Program

This award is given to students for an outstanding effort during each quarter and is presented with a certificate at a student assembly. A student can be selected for: outstanding effort, improved effort, and/or behavior, etc.

Sports/Athletics Program

Sports' teams are chosen from 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 – Girls' Soccer and Volleyball

Winter – Girls' Basketball and Cross Country

Spring - Girls' Track and Field and Badminton

Student Council

AAG's Student Council is responsible for many of the school's activities. It provides a student forum for progressive development of the school and student involvement in curricular and extra-curricular affairs. Each grade level will have a President, Vice-President, Treasurer, and Secretary. Each grade level will vote for their Student Council representatives.

After-School Clubs

1. After-school student clubs/activities are supervised, coached, and directed by teachers throughout the school year. Details will be made available throughout the year for parents and students. For each term, the middle school will offer after-school clubs that focus on academics (Math, Social Studies, English, and as well as clubs for fine arts and physical activity. PE, Computers, Art, Extra Support, and Motivation for self-esteem, social skills, self-respect, etc.)
2. These clubs will be offered each quarter by different teachers. The cost of the clubs will be 30KD per club, per term.



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3. Upon completion of the activity, students must remain in the reception area with teacher supervision until they are picked up. Students may not re-enter the school under any **conditions after the activity has ended. Please ensure that your daughter's transportation** is arranged accordingly. Students who are not picked up at the specified time will not be permitted to attend the next student activity.
4. Students are not allowed outside the school doors until a parent or a driver arrives. Students should go directly from the school to the car or from the car into the school. At no time should students be allowed to sit and wait on the steps in front of the school.

GENERAL INFORMATION

Elevator/Lift - The school elevator can only be used by those who have sustained an injury and have a doctor's note for that injury or in emergent situations.

Bad Weather Days

On sand, rain, and/or 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 call the school. Furthermore, the school will update parents via SMS and email.

Flag Ceremony

Every Monday 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 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 focused on the ceremony. The Arabic staff will lead students in the singing of the Kuwait National Anthem and the reading of the Holy Qur'an. After the ceremony, students will be dismissed to go to their first period class as scheduled.

Library

The library is open from 7:30 to 2:30 p.m. It may be used for research, quiet study, pleasure reading and/or to check out library materials. It is also used by the teachers as a resource both for class and professional use. Please note the following about library usage:

- Books may be checked out for two weeks and may be renewed for another two weeks. Only four books at one time may be checked out.
- Reference books are to be used in the library and may not be taken out.
- It is the student's responsibility to return the books *by the due date*.
- If a student loses a book or any library materials checked out in her name, she must pay for the replacement. There is a replacement charge for any library book or library item lost. Report cards will be withheld from any student who has overdue books or for students who have not paid replacement charges.



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- Students may use the computers in the library for research or for general interest on approved internet sites.
- Students are not allowed to use e-mail or chat rooms at any time in the school.
- Students must have a pass from the teacher to go to the library during lunch time. They are responsible for returning to class on time.
- Not allowed to print papers.

School Nurse

The school nurse is available throughout the school day. Her clinic is located near the superintendent's office on the main floor. There is a specific nurse's hall pass designed for the nurse's office; each student should carry it at all times. To see the nurse, a student must do the following: First, have the classroom teacher sign her agenda **nurse's pass**; second, have the Principal sign the nurse's pass.

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 school's secretary office. Teachers will be notified that the student will not be in class.

SICK STUDENT'S GENERAL POLICY

Please observe and follow strictly the following guidelines:

- A. To **send a student to the nurse's office**, she should wear her own school ID and "Nurse's Hall Pass."
- B. Sick students who are to be send with their civil ID.

C.) SICK LEAVE

1.) Only the School Medical Referral form is "EXCUSED" or MOH medical certificate in case of emergency.

2.) If the student is sick at home and is absent from school:

a.) Sick leave forms will only be issued from the Nurse's office to the following: parents, authorized person written in the students health information form with parent's letter.

b.) The nurse will call the parents for confirmation.

c.) Sick leave form is to be taken from 7:00AM to 12:00PM and should consult the doctor not later than 1:00 PM.

d.) Sick leave results should be submitted to the nurse before returning 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.

e.) If sick leave certificate is submitted after 2 days, it will be marked late and unexcused.

3.) Sick leave of more than 5 days requires two doctor's signatures: the attending doctor, and the consultant or head of the department and the hospital stamp.



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4.) **“Against Medical Advice.”** Anyone who does not follow doctor’s order and school nurse advice, the parents will sign the school form “Against Medical Advice.”

5.) **Doctor’s appointment:** they should present appointment form dated, signed and stamped by the doctor.

6.) Students who are tardy, went to the doctor in the morning can come to school not later than 10 am must present a medical certificate to the nurse to take excuse slip.

7.) **NO** sick leave to be given to the following circumstances:

a) Without the approval of the school nurse and principal.

b) Travel/ family matters.

c) **Parent’s request to take their child.**

d) **No written doctor’s appointment**

8.) Sick leave during examination days: the student should report to the school before the examination begins, accompanied by the parents 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.

9.) If a student falls, twists a limb or there is a suspicion of break in any part of the body, please do not move the person. Call the nurse ext. 117/ 66470769.

All students are expected to follow the school disciplinary guidelines inside the nurse’s office.

“IGNORANCE TO THE LAW IS NOT AN EXCUSE.” Example: remarks like this, “I did not know, no one told me.”

Prepared By: Deepthy Bijoy

Dr. Katrina Franklin
School Superintendent

Ms. Khaleda Al Mudhaf
Managing Director

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, directions for administration, and duration must be on the container.
6. A signed medication permission form 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 the medication without the



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above information. ** 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 emergencies, the student will be taken to the clinic or hospital via ambulance accompanied by the nurse. The parents will be contacted and the nurse will meet the parents there.

Electronic Equipment

Ipods, mobile phone, computer games, personal stereos, and any other electronic devices should not be brought in to school. When they are in class, they definitely do not need to be distracted by them. Between classes, they do not need the stimulation from the iPod that would hinder them from interaction with their peers or delay them from getting to class on time. There will be times when iPods, tablets, or laptops will be required, and the teacher will inform the student when to bring their Ipad, tablet, or laptop.

If a student is found using anything of this nature, it will be confiscated and returned only directly to the parent. The first time such an item is confiscated, the item is returned as soon as the parent comes to collect it and signs a letter. If another instance occurs, the student will receive an C-3, C-4, C-5, or C-6. The school recognizes that there are sometimes special reasons that a student must have a mobile phone for use after school. However, the phone should remain switched off and out of sight for the school day. *The school will not accept responsibility for items being lost, damaged, or stolen.*

Any student found to be taking photographs, sending text messages, making calls or recordings with their mobile phone will be given a consequence. Students who continue to bring in such items without permission will receive a C-3, C-4, C-5, or C-6. Students are entirely responsible for the safety of their electronic items.

School Telephones and Mobiles

- ❖ School telephones are for school business only. Students cannot phone home for forgotten items, to order lunch, to arrange for early departures from school, or to arrange a social event.
- ❖ In the case of an emergency, students may ask for permission to use one of the school phones in the secretary's office. It must be an emergency situation in order for you to use the phone (i.e. glasses, lunch money, and medicine).
- ❖ At no time are they to use the phone in the reception area during the school day.
- ❖ It is understood that many students carry mobiles for emergency purposes only. Mobiles will not be allowed to be used on school grounds unless there is an emergency and previous permission for use has been given by an administrator.
- ❖ These items are to be kept in the school bags and MUST BE TURNED OFF AND OUT OF SIGHT during the school day.



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- ❖ If a staff member hears the phone or sees the phone it will be confiscated. If a student is caught with a mobile the following are the consequences:
- 1st time: teacher/staff member notifies parent; the mobile must be picked up by the parent/guardian, letter signed, and student will receive a lunch detention, secretary, counselor, and principal; Student will be given lunch detention.
 - 2nd time: the mobile has to be picked up by the parent/guardian, letter signed, and student assigned an after-school detention (ASD), referral to counselor, teacher/staff schedules a meeting with student and parent, and e-mails name to team, secretary, and principal;
 - 3rd time: she will receive 1 day In-school suspension (ISS); same procedure as 1st offence, name placed on DO NOT Return (DNR), and placed on a on behavioral contract by counselor, and teacher/staff schedules a meeting with student, parent, and Principal.
 - 4th time: she will receive a 1 day Out-of-school suspension (OSS), the phone will be kept by the Principal for the remainder of the year, and the student will not return to AAG for the next school year.
 - 5th time: 3 days Out-of-school suspension - OSS

Textbooks and Supplies

Textbooks are provided by the school on a loan basis. You are responsible for returning the text in the condition you received it. *A fee of 30KD will be charged for lost or damaged textbooks; it can be paid **through the accountant's office**.* A student who fails to turn in or pay for lost and/or damaged items will not receive her report card until the matter is resolved. If a student leaves her textbook in the classroom at any time during the school year, she will still be responsible for the textbook at the end of the year.

Students are responsible for returning the textbook *assigned* to them by their teacher or will have to pay for textbook. Students are expected to supply their own paper, notebooks, pens, and pencils as directed by the teachers. *A student supply list will be placed in your report card envelope, e-mailed to your e-mail address on file at the end of the previous school year, at the beginning of the school year, and on the school's website.*

Deliveries to School

Being prepared with the necessary materials, clothing, homework and books for each school day is important part of being a responsible student. Accepting that responsibility and the consequences of failing to bring the necessary items to school is an important part of maturing into young responsible adults. *The only items that can be delivered are eye glasses, money for lunch/lunch bag, or medication.* If either must be sent to school, they must be labeled with the students' first and last name and grade. Items such as projects, homework, class work, textbooks, pencil cases, papers, essays, etc., WILL NOT be delivered or accepted by the school.

Food/Birthday Parties

Students are permitted to bring single servings of food items for themselves to school. Additional food may be brought or delivered to school only with previous administrative approval. All unauthorized food will be confiscated and will not be returned to the student or students involved. Students who



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bring food items onto school grounds without permission will receive additional disciplinary consequences. We DO NOT have birthday parties in the middle school.

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.
- We encourage the use of reusable containers in consideration of the environment.
- Students are expected to be polite at all times and to clean up any mess you 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

Unless students have special permission to be in the halls, they should be in the halls only at the beginning, end of the school day, and during class 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. Running, shouting in the halls, pushing, screaming, yelling, or sitting on the hallway floors are never 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. It is imperative that such signs be removed by the club or individual once their purpose has been served.

Prayer

Students are allowed to pray in the Mosque after school. Prayer at that time should be silent! There will be no fooling around or talking, either in the Mosque or in the wash room preparing for prayer. Once a student enters the area near the Mosque, silence and attention to prayer is to be observed. Students may not leave class to pray unless previous arrangements have been made with the parent, Ms. Rateba, and 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 filing cabinet is located outside the counselor's office. 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.



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Visitors

All visitors must report to the school guards by the main entry door as they enter the school. Permission **may be granted to visit offices only. 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 threatened 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 (police). This measure will be taken as a last option to ensure a safe environment for students and staff members.

Students are asked to discourage friends from other schools from coming to the campus at the end of the day. This will only add to the already crowded and congested conditions outside of the school at the end of the day. AAG students will be held responsible for a difficulty arising from their visitors to campus. No teacher or staff member will be subjected to degrading or irate behaviors such as yelling, name-calling, use of profanity, etc. at any time. If this occurs, the meeting will be stopped and rescheduled for another day and time.

Concerns and Communication

Parents who have concerns about the action of a teacher should first contact the teacher. If a satisfactory solution is not reached, a conference among the student, parent, teacher, and team leader; if not resolved then, student, parent, teacher, and counselor. If there is still no resolution, then the parent may request a meeting with the Principal. Parents who have concerns about school policy or its operation should contact the Principal directly. Going through the proper chain of command is a simple act of respect.

Student/ Parent Communication Procedure To AAG Personnel

Concerns from students and/or parents should first be made to the appropriate teacher **IN WRITING OR BY APPOINTMENT** and then to the counselor using the same procedure. If the situation concerns a teacher, the counselor will consult the teacher and then the matter will be discussed in a conference with both the parent/guardian and teacher.

Parent Visitation

Parents are encouraged to visit the school by appointment only. Parents without appointments should inquire at the reception as to teacher planning periods and after school periods to arrange meetings or call the secretary at 9661-6082. At no time should parents or non-parents visit classrooms without administration consent. If you do not have an appointment, the Principal, Assistant Principal, Counselor, or teacher can reserve the right to not meet with you.

Parent/Teacher Meeting and Parent/Teacher Conferences (Official Conference Days)

Teachers will be available for parents conferences at their scheduled planning times. Please e-mail your daughter's teacher to schedule an appointment. Parent(s) should not "drop in" during the day or after school to see the teacher; class time belongs to the students and teachers have meetings after school on various days. During each term, parent/teacher conferences are scheduled for all parents. Also, teacher and/or parents may request a conference at any time to discuss progress or concerns. All parents are strongly encouraged to contact the teacher by school email if they have any questions or concerns. It is



very important for the integrity of the educational process that this can be done no matter how small the concern may seem.

Parent/ Principal Conferences - in order to avoid student/parent/school conflicts due to a lack of information or inaccurate information from student to parent concerning academic progress, behavioral, discipline, and/or attendance problems, the Principal reserves the right not to meet with parents who do not have an appointment. The Principal will only meet with the parent after the parent has talked to the teacher, team leader, and counselor. The Principal is the last person to meet with and not the first. It is hoped that these meetings will prevent inaccurate communication amongst students, parents, and the school.

Open House

Early in the academic year, AAG provides an Open House to welcome all parents to AAG and meet their classroom teachers.

Graduation (Grade 8)

All students and parents should be aware of the following procedures concerning the commencement ceremony:

1. 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.
2. 8th grade students will participate in the ceremony for graduation if they choose to. However, a student will not be promoted to the 9th grade if she has not met the promotion requirements.
3. Parents are told via text, phone calls, parent conferences, etc. early on in each quarter if their daughter(s) is in jeopardy of not passing the 8th grade. Therefore, even if the student participates in the graduation, the final grades and grade point average will determine if she is promoted.

Graduation Attire:

- a. Student Dress: Students are required to purchase and wear a cap and gown during the ceremony. No slogans or writing is permitted on caps/gowns. Students are required to wear white pants, white, silver, or red dress shoes (flats), white blouse, and white/silver hijab.

Students who do not comply with the dress code or proper behavior before or during the ceremony will not be permitted to participate or continue to participate in the graduation ceremony.

- b. Student Conduct: Students are required to conduct themselves in a manner reflective of the dignity and honor of the occasion. Shouting, cheering, and hurling of objects are not permitted. Students who are boisterous or disruptive will be removed from the ceremony. Materials, such as balloons, horns, etc. will not be permitted during this ceremony.
- c. Guests: To be seated will be based on a first come, first serve basis ONLY! Each participant will be permitted 2 guests to attend the graduation.



Field Trips

Students will be permitted to go on one field trip per quarter. Except, if a student has received an ASD, ISS, or OSS for behavioral concerns, or excessive unexcused absences she WILL NOT be allowed to go the field trip(s) for that quarter. If she has more than (1) OSS for lates to school, she will not be allowed to attend the field trip for that quarter.

Qualified drivers will be used for the trips, and all students will travel on the school bus. The field trips will be related to the curriculum, and all classroom and school behavioral guidelines will be enforced on the field trips. Parents will be informed of the trip, 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 or administrative approval. When the field trip is over everyone must go home with her driver/nanny or parent. You cannot leave with a friend unless you have prior approval from the Principal before the day of the field trip. ONCE THE STUDENT PAID FOR THE FIELD TRIP, THERE WILL BE NO REFUND FOR ANY REASON.

Any school sponsored student trips must be approved by the Principal. Approval of such trips will be based on these conditions:

1. Relationship of the nature, purpose of the trip to the mission, philosophy, and goals of the school.
2. Appropriateness of the trip for the age and maturity level of the students.
3. Ability of the school to provide adequate supervision.

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 through the school.

Funds of Student Organizations and Fundraising

Students participating in fundraiser events are responsible for any produced and/or funds collected. Before any fundraising, sponsors should strongly emphasize responsible practices to be utilized by students to prevent theft of products and funds. Fundraising activities involving product sale during school hours are permitted.

Animals/Pets:

Animals/pets are not permitted at school at any time. Any animals/pets that enter the building will be immediately confiscated and students will receive appropriate consequences.

Computer/Internet Use

Access to the school's computer network, including the internet is designated 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 and internet are expected to abide by the following rules at AAG:*



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- 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 arrange before hand and personally supervise.
- Using unauthorized websites, such as chat rooms, Face Book, You Tube, Snap Chat, Instagram, Twitter, etc. are not allowed.
- Commercial CDs 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 given.

NOTE: If students bring their IPAD, laptop, tablet, or any other device to use in class it will be the responsibility of the student to ensure the safety of the item. The school WILL NOT be responsible **for theft, damage, or loss of the student's property.** 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.

EMERGENCY PROCEDURES

Fire Drills

The safety of students is always a major concern at AAG. Fire drills are conducted each quarter for students and staff. The signal is the ringing of fire alarm bell. Students are to walk QUICKLY, QUIETLY, and in an ORDERLY MANNER, and students will leave by assigned routes. Silence will be observed so that instructions may be heard. Note: Tampering with the fire extinguishers and/or causing false alarm are very serious offenses. Any student that does this has the strong possibility of being expelled from AAG for the next school year.

Intermittent Siren - External Hazard - Safe Haven

Continuous Siren - Internal Hazard - Evacuate the Building

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. In the event of an emergency in which evacuation is not considered prudent, students will receive instructions from their classroom teachers. Throughout the school year, there will be drills to review actions and behavior suitable to several possible emergencies. Middle school students are asked to pay attention to high, elementary, and ECE school students and to make every effort to ensure that they are able to move easily to the designated area.

Traffic Safety

To ensure 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 crosswalk



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for pedestrians before moving. Please do not double park or block other cars when picking up your child(ren).

Please ensure that the drivers/nannies or you are at the school at 2:30 to promptly pick up your daughter(s). All students must leave the building if their rides are outside; if not at 2:45, they must wait in the reception area – not outside in the parking lot or on the stairs. At 3pm, students not picked up must sign the late “blue” book. If a student is loitering around the school after hours and their ride is here they will receive a consequence. ALL students need to promptly get in their cars and go home.

MIDDLE SCHOOL SCHEDULE

GRADES 5 - 8

Block	Period	Time
1	A	7:30 - 8:15
	B	8:18 - 9:03
2	C	9:06 - 9:51
Lunch	D	9:54 - 10:30
	E	10:35 - 11:18
3	F	11:21 - 12:06
	G	12:09 - 12:54
4	H	12:57 - 1:42
	I	1:45 - 2:30

MIDDLE SCHOOL



EARLY DISMISSAL SCHEDULE

Period	Time
A	7:30 - 7:55
B	8:00 - 8:25
C	8:30 - 8:55
E	9:00 - 9:25
F	9:30 - 9:55
G	10:00 - 10:25
H	10:30 - 10:55
I	11:00 - 11:25

NOTE: No “D” period for lunch on half-day schedule

PARENT TIPS



Administration, teachers, and parents need to work together to maximize the achievement of each student. The following are some suggestions for parents to help their daughters to achieve:

1. Stress the importance of an education, of attending school daily, being on time, and coming prepared to work.
2. Be supportive; encourage your daughter(s) to do her best. Point out her positive qualities and strengths. Please encourage your child to be honest at all times!
3. Provide a special place in your home for studying and doing homework. This study area should have good lighting, a comfortable temperature, a desk or table, a chair and supplies such as a computer, dictionary, notebook, paper, pens, pencils and erasers.
4. Check with your daughter each day regarding what homework must be complete. Also, check your daughter's assignment book, AdminPlus parent portal for grades, and e-mails daily. Encourage her to complete each assignment.
5. Encourage your daughter to do her homework herself rather than the tutor or you doing it for her. **Remember, it's not your homework. Your role is to advise only!**
6. On a regular basis, provide time in which your daughter can share her notebook, class work, assignments, tests, projects, assignment book, etc. **Reviewing your daughter's work with her ensures** that parents/guardians are aware of her progress and of what she is learning in class. Furthermore, it allows parents/guardians and students to address questions or concerns.
7. Recognize **positive achievement and improvement in your daughter's completion of assignments, grades on tests/quizzes, projects, and report cards.**
8. Be an advocate for your child. As soon as you notice an academic or social problem, call the school. Keep an open communication with her teachers via email, telephone, conferences, etc.
9. As much as possible, provide your daughter with a structured environment at home, including a regular study/home work time, a regular bedtime which provides at least 10-11 hours of sleep each night, a nourishing breakfast before school, and a nutritious lunch to bring to school. Please do not send candy, chips, or soda to school with your daughter.
10. Eating breakfast has been shown to **improve children's behavior at school.**
11. According to Kidshealth.org, "School age kids and preteens need 10-11 hours of sleep per night. **Teens need about 9 hours of sleep per night, but many don't get it. Among other things, a lack of sleep can lead to being less attentive, inconsistent performance, short term memory loss or delayed response time**



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12. Read over and discuss the Student/Parent Handbook with your child so that everyone knows what is expected of her in the Middle School.

13. Check your daughter(s) grade on a daily basis to keep up with her grades. Also, her e-mails to ensure you are aware of messages from her teachers. In case there is a discrepancy it can be handled immediately.

NOTE: The Middle School Staff will be enforcing the policies in this Handbook.. It is the only way we can improve the standards and make AAG a school that we can all be proud to attend. We anticipate your continued support in achieving this goal.

September 1, 2018

7th and 8th Middle School Student/Parent Handbook Signature Page



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Please take time to read the Student/Parent Handbook in its entirety before you sign that you have read it. I have added to very important sections of the handbook to the signature pages, so you understand the importance of these two sections.

Academic Dishonesty: which includes plagiarism, cheating, etc. Consequences listed below:

1st offense – 0 on the assignment, lunch detention, and teacher notifies parent;

2nd offense – 0 on the assignment, After-school detention (ASD), teacher notifies parent, referral to Counselor; meeting with student, teacher, and team leader;

3rd offense – 0 on the assignment; In-school suspension (1-day ISS), teacher notifies parent, and schedules a parent meeting with students, teacher, and Principal;

4th offense – 0 on the assignment, Out-of-school suspension (1 day – OSS), teacher notifies the parent, Name added to the DO NOT return list;

5th offense – 0 on the assignment and name remains on DO NOT RETURN list;

Semester 2 exam exemptions:

Students who maintain a 90 or above average at the end of quarter 4 in one or more of the four (4) content classes (Math, English, Science, or Social Studies), have no ASD, ISS, or OSS due to behavioral concerns will be exempt from quarter 4 exams.

Students will not have to attend the review day(s) for the exam(s) for which they are exempt. If they are exempt from all four (4) exams, they will not need to attend any of the review days. Their final grade will be calculated using the average of semester 1, quarters 3, and 4.

Attendance (late to school) Exam Exemption – Students who have an OSS due to lates to school will be allowed only 1 OSS. If they get a 2nd OSS or more due to attendance (lates to school), they will lose their exam exemption privileges.

You acknowledge that you have read the entire Middle School Student/Parent Handbook for 2018-2019 especially the Student Discipline Chart, Academic Dishonesty, and exam exemption information. We understand the content and the meaning of the information contained in the handbook, and what is expected of the students and parents of AAG. Please print, sign, and return this page to your **daughter's homeroom teacher by September 14, 2018.**

If you should have any questions, please feel free to call me 2563-9612 ext. 116 or the Middle School secretary at ext. 114. Thank you for your assistance and support in maintaining high standards for the Middle School.

Regards,

Fay Al Mutawah, Principal

Parent's signature

Group



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Student's signature

Student's printed name