



# HIGH SCHOOL

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## STUDENT/PARENT HANDBOOK

2021-2022

The American Academy for Girls  
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## **School Health Precautions**

The school, classrooms and staff will continue to follow the Ministry of Education and Ministry of Health COVID-19 guidelines by practicing social distancing, daily temperature checks, wearing of masks, washing hands, and all safety and health requirements. Our classroom desk and chairs have been set up per social distancing guidelines. There will be no more than 11-12 students in the primary and secondary schools. We will follow a daily rotation schedule. 50% of students will be at school premises at a time. Furthermore, our school is equipped with digital and robotic systems able to take daily temperatures.

## **Mission Statement**

The American Academy for Girls is a private and inclusive school that provides an American-style education taught by culturally diverse teachers, while meeting Kuwait's educational requirements. By applying 21st Century skills, coupled with technology ensures our students are well-prepared effective communicators, problem-solvers, and global learners.

## **School Philosophy**

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

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

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

## **Essential Considerations**

- The school is subject to regulations as dictated by the Ministry of Education and the Ministry of Health.
- All students and staff need to wear masks and have their temperature checked before entering the school premises.
- All students and staff must maintain social distance while at the school.
- Only 50% of students will be in school per daily rotation.
- The school must follow censorship rules as defined within Kuwait law.
- As a private, proprietary school, the owners finalize all major decisions.

- The minimization of paper requires each student to carry a laptop with them into class.
- All student work will be done in soft copy form on the laptop.

## **Goals**

- Provide learning experiences to cultivate self respect, resilience, and integrity.
- Providing a safe and educational environment.
- 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.

## **Structure of the School Year**

AAG will use Virtual Learning the 1st month of September. On October 3rd and onwards till the end of May, we will move into traditional learning (In Classroom Instruction).

AAG will have two groups of students per grade. Each group will be coming to the school every other day:

We will have 50% of the students in each grade level physically at the school on a daily basis.

## **Communication and Records**

### **Permanent Record**

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

### **Release of Student Records**

All materials in the students' file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, and to the legal guardians and/or parents. The parents are to be made aware that they have the right to this information. The parent or student who wishes to have access to student records should notify the school in writing. The school will grant access within 3 days of the request.

### **Parent/Student Emails**

Parents are requested to give the school an updated email so that they can have access to all teacher-student communication and ease of communication with the school administrators and teachers. All students are assigned a school email on Gmail at the beginning of the year. It is requested that parents link their own email to their daughters' school email.

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

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



lled out by a parent or guardian on le in the school o ce.

### **Transcripts**

Only after all nancial and school obligations have been met will the school issue a transcript.

Academic records or transcripts will not be altered in any way to satisfy the requirements of a country, college, or university. Transcripts needed for school transfers or college entrance may be requested from the counselor. Three transcripts will be issued free of charge. Only credits taken at AAG will be listed on the o cial AAG transcript.

Transcripts for credits obtained at other institutions must be obtained from that institution.

### **Withdrawal from AAG**

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

## **Academics**

### **Assessing Student Progress**

Evaluation of student progress by members of the faculty is a continuous process.

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

### **Assessment Guidelines**

- At the beginning of each course, teachers will inform students and the administration of their classroom expectations and grading procedures.
- Teachers will use multiple techniques when assessing student progress (quizzes, tests, oral and written reports, presentations, laboratory experiments, class participation, journals, portfolios, etc).
- Grading will be regular and related to the content of each subject.
- Teachers will report to students, and parents/guardians regularly, or as necessary, at the end of each quarter, as to the progress being made by their students.
- Parents/guardians will be informed and conferred with as soon as possible when a student's progress or attitude becomes unsatisfactory, or shows marked or sudden deterioration.
- Periodically, when a student's grade falls below 70%, parents/guardians will be noted through a Progress Report and a phone call.
- Teachers and the counselor will meet periodically to discuss pupil progress at each grade

level.

- The counselor, principal, teacher or parent may call for a conference at any time in order to discuss a student's progress.
- Quarterly exams for High School students will be given four times a year, at the end of each quarter, and will count as 30% of the term grade.

### **Progress Reports**

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

### **Report Cards**

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

### **Classroom Environment**

Every AAG student has the right to feel safe and secure during class, free from cyber bullying and emotional harm. In addition, it is important that each student is capable of learning to develop self-discipline, positive work habits, and to think independently.

AAG eLearning program will record all Google classroom live sessions and archive them. At no time are parents allowed to record the sessions due to our students' privacy. If your daughter misses a session, please contact her teacher.

Students are not allowed to have their parents, any family members, nannies, or pets involved in the live sessions from home.

On October 3<sup>rd</sup>, students will come to school and we will move into In-Classroom learning. For the safety of the students and the teachers, the students will be assigned to one class for the whole semester. They will not rotate and change classes during the day. They will be seated in their assigned seats, keep their space clean and neat, and always social distance.

There will be no Canteen. The students will instead have their lunch breaks in class and are expected to bring in their own healthy food and drinks.

### **Positive Behavior Policy**

At AAG, we believe that everyone always has the right to feel safe. Our goal is to prepare young women for successful participation in our community by providing the following:

- A safe, caring, nurturing, well-planned positive virtual learning environment supporting learning.

- Successful positive behavior guidance is built upon strong relationships that are grounded in trust and respect. Teaching staff and administration develop strategies to build each girl's social, emotional, and behavioral skills based on shared understanding and respect with each family. Establishing regular and ongoing two-way communication with families will create strong relationships that allow for effective collaborations.
- Expectations that your daughter's behavior will be expressed clearly, simple, and will be developmentally appropriate.
- Through discussions and rulemaking, the teachers will compose a list of virtual rules that protect each student's right to safety and respect as well as the responsibility that each student has in maintaining class order. o By consistently observing and documenting student behavior, teaching staff may identify the situations that trigger disruptive or unsafe behaviors and help determine the factors that contribute to such behavior.
- Positive reinforcement and encouragement for appropriate behavior. It is important to let the student know that they are making progress toward a desirable new skill to encourage their effort.
- Unacceptable/dangerous behaviors which are repeated or prolonged require careful investigation and advice from the Counselor.
- Incidences of inappropriate behaviors like bullying and violence will involve the whole staff team in consultation with parents to develop and implement a program to address issues regarding the behavior.

We believe that:

- Everyone has the right to feel safe all the time.
- Behavior improves more when handled in a positive way.
- Staff and parents need to share responsibility, being consistent all the time creating a safe, secure environment for children, and modeling appropriate behaviors.

### **Community Service Program (Optional)**

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

### **Summer Reading Program (Optional)**

Summer Reading program is an opportunity to increase the student's English quarter grade for the school year 2021-2022 by 3%. Deadline to hand in the summer reading

assignment date: September 2021. Assignments will be graded by each grade level teacher; students that receive an 'A' will get 3%, a 'B' will get 2%, a C will get 1%. Grade lower than a C is deemed unsatisfactory, therefore, will not receive credit.

### **Conferences**

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

### **Academic Integrity and Dishonesty**

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

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

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

### **Credit and Grade Policy**

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

## **Grading**

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

Additional grade assignment information:

- No student will be assigned a grade of less than 50 for a marking period or as a final grade.
- No percentage grade will be rounded up based on parent or student request.
- In terms of the eligibility policy, an "incomplete (I)" or a failing grade will be treated the same.
- The grade of "incomplete (I)" will be assigned only for extended illness and/or extenuating circumstances. Students receiving the grade of incomplete have two weeks after returning to school to fulfill the grade level requirement; if not, they will be retained.

### **Calculating Half Term GPA**

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

Credits

### **Calculating Ministry GPA**

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

by adding

The

correct procedure would be to find the sum of all the GPA calculations for all the four years and divide it by

the total number of credits. AAG uses a computer program in order to calculate the cumulative GPA. **AAG High School Grading Scale**

Percent Equivalent	Weight GPA	Letter Grade
100	4	A+
99	4	
98	4	
97	4	A+
96	3.9	A
95	3.9	
94	3.8	
93	3.7	A
92	3.6	A-
91	3.5	
90	3.5	A-
89	3.4	B+
88	3.3	
87	3.2	B+
86	3.1	B
85	3	
84	3	

83	2.9	B
82	2.8	B-
81	2.7	
80	2.5	B-
79	2.4	C+
78	2.3	
77	2.2	C+
76	2.1	C
75	2	
74	1.9	
73	1.8	C
72	1.7	C-
71	1.6	
70	1.5	C-
69	1.4	D+
68	1.3	
67	1.2	D+
66	1.1	D
65	1	
64	1	
63	0.9	D
62	0.8	D-
61	0.8	
60	0.7	D-
0-59	0	F

## Honors

- **High Honors** – Students whose grade point average is 3.700 and above for the semester.
- **Honors** – Students whose grade point average is 3.400 and above for the semester.
- **Recognition of Honors Graduation**\_- A student must be in AAG for at least three consecutive years to be recognized in the graduation ceremony as High Honor or Honor student.
- **School Valedictorian** – The graduating senior who receives the highest grade point average computed over a 4 year period (9<sup>th</sup> grade through 12<sup>th</sup> grade) will be recognized at the graduation ceremony as Valedictorian.
- **School Salutatorian** – The graduating senior with the second highest grade point average will be recognized at the graduation ceremony as the Salutatorian.

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

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

### **Calculating High Honor and Honor Awards**

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

### **Honor Roll**

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

### **Advanced Placement (AP)**

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

### **Academic Probation**

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

### **Retention**

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

### **Grade Advancement**

The number of graduation credits completed determines assignment of students to a grade level. Senior class status is granted only to those students who have earned sufficient credits to make year-end graduation a possibility upon completion of a normal course load. Before advancing to the next level (sophomore, Junior, Senior), students must have accumulated at least the indicated number of credits:

<b>Freshman</b>	8 credits
<b>Sophomore</b>	16 credits
<b>Junior</b>	24 credits



**Seniors  
more**

**28 credits (minimum) or**

<b>Required Courses</b>	<b>Required Credit</b>	
Arabic	4 credits	Arabic is required each year
Islamic Religion/Koraan	2 credits	Religion is required each year
English	4-5 credits depending on your graduation class	English is required each year
History	3-4 credits depending on your graduation class	4 credits of History are required
Mathematics	4 credits	Must include Algebra I, II & Geometry.
Science	3 credits	Two lab courses mandatory
Foreign Languages	2 credits	French or Spanish
Physical Education	2 credits	PE (1/2 credit) is required each year
Fine Arts	1 credit	One credit course is required and two are required for AP students
Computers	1 credit	One credit course is required and two are recommended
Electives	4-6 credits depending on your graduation class	Various selection

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

## Code of Conduct

The school and teachers have the authority and responsibility to establish rules and requirements for students' academic and personal success. At the American Academy for Girls, reasonable standards of behavior are expected from our students. Girls need to act

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

This code of conduct has been prepared to specify:

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

### **Honor Code**

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

### **I Promise:**

- to be honest in all that I do.
- to be helpful and cooperative with administrators, teachers, classmates and guests.
- to be respectful and courteous towards teachers, students, and guests.
- to accept the discipline of the school as desirable and necessary for well-being and that of my classmates.
- that I will exhibit proper and safe behavior.
- That I will maintain social distance with all classmates and staff.
- That I will keep my mask on, covering my nose and mouth, at all times.
- I will behave in an orderly manner when using the corridors so as not to disturb other students or staff members.
- that I will not throw any object that could cause injury to another person.
- that I will not bring unsafe objects to school such as but not limited to: matches, knives, or other objects that may be considered unsafe.
- that I will not behave in a disruptive manner in class or during other school activities and on the playground.
- I will not deface or destroy school property.
- to be punctual in my class attendance and any other meetings.
- to follow all school rules whether at home or on school premises.

### **Zero Tolerance Behaviors**

AAG has zero tolerance towards specific behaviors as listed below. Appropriate consequences for these behaviors will be assigned by the Principal and administration. Consequences may

include parent notification, parent-teacher-administration conference, in-school suspension or out-of-school suspension, removal from school clubs. Additionally, a grade reduction or grade of zero will be assigned as appropriate. These misbehaviors include, but are not limited to:

- Insubordination. This is blatant opposition to authority, a behavior that undermines the educational and moral tone of the school.
- Disrespectful behavior towards a teacher, sta member, or fellow student.
- Repeated improper or unsafe behavior anywhere on school property.
- Use of profanity of any kind in any language.
- Fighting (either physical or verbal or virtual).
- Bullying (verbally or physically and cyber) sta or students.
- Prank, destroying school property.
- Stealing.
- Hacking.
- Forgery (such as writing teacher, parent/guardian's signatures on a progress report, hall pass etc.).
- Academic dishonesty (sharing answers, plagiarizing, cheating on tests and quizzes etc.).
- Skipping class.
- Recording virtual class from home or at school.
- Truancy (skipping school or class).
- Using abusive or racist language towards other students or sta member.
- Leaving school premises without parental or appropriate school permission or supervision.

- Tampering with the re extinguishers and or causing false alarm are very serious offenses.
- Other inappropriate behaviors as determined by the Principal.

ACCEPTABLE BEHAVIOR	UNACCEPTABLE BEHAVIOR
Respecting and caring for others	demonstrating disrespect
Sharing and taking turns	Disregarding the rules
Being co-operative	Bullying
Polite	Pinching/pushing
Participating in activities	Swearing
Being friendly	Throwing objects
Listening	Abuse: verbal, social, or physically
Helping	Disturbing others in a learning live session

### **Graduation/Behavior**

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

### **Expulsion from school**

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

### **Conduct Before and After School**

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

### **Hallway/Out of Class**

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

### **Textbooks/Library**

Any textbook that is lost, damaged, or destroyed will be assigned a 30 KD fee per textbook. Any library books or items that are lost, damaged or destroyed will be assigned a 15 KD fee per book. The school's goal is to transition from physical hard copy textbooks to completely virtual soft copy textbooks in order to minimize shared touching of physical items at the school.

### **Misuse of Technology Resources and the Internet**

Students shall not:

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

### **Group forming**

It is the policy of AAG that no student will be allowed to be a member of a group at school, as groups reflect a negative image for our school. We understand that students will form groups for the purpose of friendships, based along the lines of common interests. However, when a group forms it has certain characteristics, including but not limited to a name for the group, a commitment from each member to protect other members from

harm (protection) , secret signs, etc. When it 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 Director and the Principal will take immediate action to disband any and all groups. Any violent acts, threats of violence, vandalism or other such actions as result of group membership will be dealt with severely; including notifications to the group members' parents, suspension, or possible expulsion from school.

### **Language**

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

### **Health and Safety Precautions**

- While at school, the students must maintain social distance at all time.
- Masks must be worn, covering the nose and mouth, at all time.
- Students and staff will use hand sanitizer regularly.
- Students will not greet one another via handshakes or hugs.
- A safe distance must always be maintained in class and in the hallways.

### **Student Security Search**

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

### **Bus Conduct**

Students will be accountable for following these guidelines:

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

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

### **Property Offenses**

Students shall not:

- Damage, destroy, or vandalize property owned by the school or by others. (For the consequences, see the Student Discipline Chart)
  - Deface, mark or damage school property (including textbooks, technology and electronic resources, furniture, and other equipment) with graffiti or by other means. (This prohibition includes “tagging.”)
  - Steal from students, staff, or the school.
  - Mace or pepper spray; or any other small chemical dispenser sold commercially for personal protection;
  - Material that is obscene, or reveals a person’s private body parts;
- 
- Tobacco or nicotine products, including electronic cigarettes;
  - Matches or a lighter;
  - A laser pointer for other than an approved use; or
  - Poisons, caustic acids, or other materials that may be toxic to the human body;
  - Any articles not generally considered to be weapons, including school supplies, when the principal determines that a danger exists.

#### **Illegal, Prescription, and Over-the-Counter Medication**

Students shall not engage in either of the following behaviors:

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

#### **Actions taken when unacceptable behavior occurs**

- Talk to the student/parent about the behavior and explain why it is unacceptable behavior

#### **Actions taken if the unacceptable behaviors are repeated**

- The teaching staff team including the Counselor in consultation with the parents will design and implement strategies to manage the behavior. However, if the behavior continues after the teacher has applied various disciplinary measures and after conferencing with the parents, the following will occur:
- Subsequent violation: Virtual parent conference is scheduled.
- Continued violations: Virtual parent conferences are scheduled with the HS Principal, teacher, and counselor.

**Violations of a violent or aggressive nature may result in the student being sent home and a recommendation of removal from AAG will be made.**

NOTE: Parents will receive feedback from the teacher regarding the success or failure of disciplinary efforts.

**Student Responsibilities for personal property:**

- Students are responsible for all items (i.e. backpacks, purses, books, P.E. uniforms, lunch bags, supplies, etc.) brought on school property and to school-related or sponsored events.
- Students must protect and secure all items at all times.
- Student is responsible for any items found on her or in the student's personal belongings.
- Students must carefully inspect items in their control, before bringing it on school property or to school-related events.
- Students are required to respect the rights and privileges of other students, teachers, staff, volunteers and visitors to the campus.



- Students are expected to conduct themselves in accordance with the expectations set out in this Student/Parent Handbook, and common courtesies.
- Students shall exercise their rights responsibly in compliance with the Discipline Plan and American Academy for Girls Policies.
- Students are required to report in good faith any misconduct by employees.

## Attendance

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

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

## Tardiness

Students are expected to arrive at school at 7:15 a.m. each morning. Any student arriving at school after 07:30 will be considered late. Students that are late to school more than 5 times per year **a letter will be sent home and/or the parents will be contacted** and the student will receive a consequence. If tardiness becomes chronic a commitment letter to change will be signed by both parents and student. If the tardiness still continues the student may not be asked to return the following school year.

Students are not allowed to enter school after 7:30 am without an appointment card or medical note from a doctor. No student is allowed to enter school after 10:00 am even with a medical note.

## Early Departure

Students are not allowed to leave school early without approval from high school administration and at least one day prior notice to the scheduled departure date.

Documentation regarding the student's early departure is also required. Proper identification of the parent or the guardian must be presented to the reception at the time of departure. If a student becomes ill during the school day, the nurse will determine whether the student should go home or complete the school day.

High School Time Scheduled Table

Time	Period
7:30 – 8:30 am	Period 1
8:35 – 9:35 am	Period 2
9:35 – 9:45 am	Break/Snack
9:50 – 10:50 am	Period 3

10:55 – 11:55 am	Period 4
12:00 – 1:00 pm	Period 5

### **Allowable Excused Absences**

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

1. After the fifth absence from any class, future absences will be considered unexcused; students who have reached six absences must come before an Attendance Review Committee. The Attendance Review Committee will meet weekly. Parents/guardians will be sent an intervention letter when absences exceed 3 days and again at 5 days. An official letter and email requesting a mandatory meeting will be sent on the sixth absence.  
Failure on the part of the parent/guardian to attend a meeting or make arrangements will be construed as acceptance of the decision by the Principal after advice from the Attendance Review Committee.
2. The five days of excused absences in a semester described in the policy are to take care of the following types of priorities:
  - a. Personal illness – proper documentation for excused absence is required.
  - b. Professional or Special appointments – that could not be scheduled outside of the regular day. Documentation explaining the nature of the absence must be filed in the office.
  - c. College Entrance Exams – Necessary documentation must be presented to the office.
3. An Attendance Review Committee consisting of Principal, Counselors, and School Nurse will review the specific conditions relating to each individual's case. Parents/Guardian will be informed of the results.
4. The following absences providing proper documentation is presented to the Attendance Committee:
  - a. Absence from school due to death in the family.
  - b. Absence created by required religious observation.
  - c. Absence created by a school-sanctioned-activity.
  - d. Absence created when a student cannot attend school upon the advice of a physician.
  - e. Absence created by taking a drivers test. This will be allowed for one-half day of excused absence time.
  - f. Absence created by a trip to visit a college.
  - g. Absence when a school nurse feels a student should be sent home.

### **Absence from School**

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

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

### **Unexcused Absence**

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

### **Ministry of Education Absentee Mandate**

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

### **Make-up Work**

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

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

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

### **Sick Leave Policy**

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

1. If the student is sick at home and is absent from school: sick leave forms will only be issued from the Nurse's office to the parents, or to the driver/nanny/siblings with the parent's letter.
2. The nurse will call the parents for confirmation.
3. Sick leave form is to be taken from 07:00 am – 12:00 pm and should consult the doctor no later than 01:00 pm.
4. Sick leave results should be submitted to the nurse before returning back to her class. She will be assessed by the nurse if she is not to attend the school or she will be issued a sick leave slip for approval by the school principal.
5. Sick leave during examination days: the student should report to school and be examined by the school nurse if she needs to be sent to the doctor except during emergencies like accidents and acute illnesses and when they are to be admitted in

the hospital. Parents must inform the principal in their respective department and the school nurse.

### **School Nurse**

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

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

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

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

If for any reason the students will need to be quarantined and separated from other students, while waiting for parent pick-up, we will have a special quarantine room at the school premises to keep all students safe.

### **Medication Policy**

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

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

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

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

### **Accidents and Injuries**

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

# School Dress Code and Appearance

## School Dress Code

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

### Students are expected to dress according to the following guidelines:

- Face masks must remain covering the nose and mouth at all times.
- Clothing is expected to be neat and clean at all times.
- The uniform must be the appropriate size.
- Items suitable for classroom wear may be purchased through the Uniform Shop.
- All layered shirts/blouses must also be white. Only white undergarments without writing or graphic designs are permitted under the shirt/blouse.
- Any additional decisions related to proper dress or grooming will be made by the Principal and/or her designees.

Students must adhere to the following guidelines for school:

Shirts must be purchased from the AAG uniform store. T-shirts will not be permitted except for

PE. Undergarments must be white and not hang out underneath the bottom of the shirt.

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

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

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

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

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

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

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

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

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

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

## **Standardized Testing**

The counseling office schedules and administers The Preliminary Scholastic Aptitude Test (PSAT) introduces students to the college admission format. It is also used to identify students for National Merit Scholarships. All AAG Juniors take the PSAT in October.

Students will complete Measures

Academic Progress (MAP) testing two times a year to determine their progress. The AP (Advance

Placement) Examinations are sponsored by the College Board and are available in 3 different subjects: English, Biology, and Studio Art.

### **MAP**

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

### **PSAT**

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

## **Student Activities**

### **Eligibility**

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

### **High School Activities**

School activities will be decided on and announced as the year progresses based on the Ministries of Health and of Education's approval.

### **Fundraisers**

All fund raising activity must be approved by the Principal/Administration. AAG administration does not permit soliciting of outside sponsorships or vendors. No purchase of clothing, sports needs, literature, etc. is to be made by any person (teacher, sponsor, coach, club officer, organization, etc.) without the approval of the Principal.

## **General Information**

### **Elevator**

The school elevator can only be used by those who have sustained an injury or in an emergency situation.

### **Buses and Other School Vehicles**

We will not provide transportation at least for the 1st semester. We will inform you if that changes for 2nd semester. Please consider your transportation needs in advance.

### **Bad Weather Days**

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

### **Flag Ceremony**

There will be no flag ceremony during our 1st Hybrid Learning School Year. All students must head directly into their assigned class as soon as they arrive at school at 7:15 am.

### **Cell-Phone Policy**

- Students are not allowed to use their cellphones in school.
- Upon entering school, all cell phones must be silenced/turned off.
- In class, the student must place her cell phone, screen down, at the top corner of her desk, in the teacher's sight.
- The phone must remain, untouched, on the student's desk throughout the day.
- If a student is seen using their cell phone for any matter, her cell phone will be confiscated and consequences will follow,
- Absolutely no camera or recordings of any kind are allowed to be made from a student cell phone.

### **Laptop Policy**

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

### **Computer/Internet Use**

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

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

- Students must follow appropriate Internet use instructions as given by the teacher and only use the computer under the supervision of a teacher.
- Checking e-mail is not allowed. However, if a class project requires the use of e-mail, the instructor must make arrangements beforehand and personally supervise.



- Using unauthorized websites such as chat rooms, Facebook, YouTube, etc is not allowed.
- Commercial CD's and disks from home need to be cleared by the teacher before use. (This will ensure the safety of our school-wide network from viruses and other problematic programs.)
- Any misuse of the internet will be reported to the Principal and appropriate disciplinary action will be assigned.

Please be aware that we at AAG will do the best we can to monitor students' use of the internet.

Currently, the school has put a block in place so that inappropriate material is not accessible.

### **Deliveries to School**

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

### **Snack**

- Snack time will take place at 9:35 – 9:45 am.
- Students will eat their snacks in the classroom.
- There will be no canteen.
- Students must remain in one place throughout the day to avoid social contact as much as possible.

### **Classroom**

- Students will be assigned a classroom.
- The designated classroom will be their classroom for the semester.
- Students will not move about and change classes. It is the teacher's that will move and go to their designated classes to teach.
- We ask that the student stay in class all day and only leave class when she absolutely needs to use the restroom or is feeling unwell. We do this for the safety of the students and staff as per the Ministry of Health.

### **Halls and Bathrooms**

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

### **Signs and Posters**

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

### **Money and Valuables**

Students are advised not to bring money and valuables to school. Students should only bring money necessary for daily needs at school and should never leave money or



valuables unattended at any time. The school assumes no responsibility for any money or valuable items lost or stolen.

### **Lost And Found**

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

### **Visitors**

All visitors should note that entrance guards are instructed to stop each person entering the campus to ascertain the nature of their business. Guards will ask all visitors to register, show the civil ID and wear a visitors badge before being escorted to one of the offices. All visitors are expected to abide by the school's rules and regulations. If any disturbance is caused by the visitor to the school environment, or any member of the staff feels 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).

### **Parent Visitation**

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

### **Open House and Parent Teacher Conferences**

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

### **Guardian Policy**

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

### **Appreciation Gifts**

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

### **Field Trip**

Field trips are not permitted to take place at this time. We will continue to follow the Ministry and their guidelines to make sure everyone is safe at all times. We will keep everyone updated if there are any changes.

## **Emergency Procedures**

### **Fire Drill/Evacuation**

Fire drills are conducted each quarter for students and staff. The signal is the ringing of the alarm bell.

QUICKLY, QUIETLY, and in an ORDERLY MANNER, students will leave by assigned routes. Silence will be observed so that instructions may be heard. Evacuation maps are posted in every classroom and administrative office in the school.

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

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

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

### **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 intersection for pedestrians before moving. Please do not double park when picking up your child.



AMERICAN ACADEMY FOR GIRLS



Kuwait, Salwa, Block 5, Street 1

Tel.: 25639612 – 25639647/8

# HIGH SCHOOL STUDENT BEHAVIOR CONTRACT

## 2021-2022

....., I promise my teachers, my parents, and myself to honor this contract with good behavior and work habits. I realize that violation of this contract by me will result in consequences.

If I choose to engage in behavior which breaks the rules, harms others, destroys property, or deems unfit by members of administration I will receive consequences. Consequences for excessive tardiness, disruptions in the classrooms, bullying another student, and dress code violations, etc are clearly defined in the AAG High School Student/Parent Handbook 2021-2022. Consequences vary from the AAG High School Student/Parent Handbook 2021-2022 depending on the infraction and may include; but not limited to Lunch Detention, ISS (In School Suspension), OSS (Out of School Suspension), grade reduction, and/or expulsion from school.

I understand that if I plan, participate, and/or engage in any form of an incident or prank on the school premises I will face severe consequences deemed by administration. I understand parental contact may be necessary deemed by the principal. I also understand should my behavior reach a point to be considered "chronically disruptive" a conference will be held with the high school principal. At such time, I will be notified that all further discipline problems will result in automatic office referrals.

### **ACKNOWLEDGEMENT IS MANDATORY WITH SIGNATURES**

Student's Name (Print): .....Student's Grade Level:  
.....

Student's Signature: .....

Parent's Signature: .....

Date: .....



**Dear Students and Parents/Guardians:**

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

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

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

Respectfully,

Shannon Rooney  
High School Principal

.....  
**ACKNOWLEDGEMENT**

**2021-2022**

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

I \_\_\_\_\_ parent of \_\_\_\_\_

(Please print name)

(Please print student's name)

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