



MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK 2023-2024

**The American Academy for Girls
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AMERICAN ACADEMY FOR GIRLS



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The American Academy for Girls Middle School 2023 – 2024

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School Health Precautions

The school, classrooms and staff will continue to follow the Ministry of Education or any other guidelines deemed necessary by the Ministry.

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.
- 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.

Communication and Records

Permanent Record

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

Release of Student Records

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

Parent/Student Emails

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

Change of Address/Telephone

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

Withdrawal from AAG

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

Academics

Assessing Student Progress

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

Assessment Guidelines

- At the beginning of each course, teachers will inform students and the administration of their classroom expectations and grading procedures.

- Teachers will use multiple techniques when assessing student progress (quizzes, tests, oral and written reports, presentations, laboratory experiments, class participation, journals, portfolios, etc).
- Grading will be regular and related to the content of each subject.
- Teachers will report to students, and parents/guardians regularly, or as necessary, at the end of each quarter, as to the progress being made by their students.
- Parents/guardians will be informed and conferred with as soon as possible when a student's progress or attitude becomes unsatisfactory, or shows marked or sudden deterioration.
- Periodically, when a student's grade falls below 70%, parents/guardians will be notified through a Progress Report and a phone call.
- Teachers and the counselor will meet periodically to discuss student's 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.
- Semester exams for Middle School students will be given two times a year, at the end of each semester.

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.

Online Classes might be required throughout the school year on some days via Google Classroom. 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.

If we have online classes, students are not allowed to have their parents, any family members, nannies, or pets involved in the live sessions from home.

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 girls' 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.
- 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 students 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.

Summer Reading Program (Optional)

Summer Reading program is an opportunity to increase the student's English quarter grade for the school year 2023-2024 by 3%. Assignments will be graded by each grade level teacher.

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 Middle 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.

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 her 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 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.

AAG Middle 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

WEIGHTING SCALE

Tests	20%
Quizzes	15%
Classwork	20%
Homework	10%
Participation and Behavior	15%
Projects	20%

Honors

- **High Honors** – Students in grades 5-7 who receive all A's in the Quarter will receive High Honor. Grade 8 students whose grade point average (GPA) is between 3.7-4.0 will receive High Honor Roll.
- **Honors** – Students in grades 5-7 who receive all A' and B's in one quarter will receive an Honor certificate. Grade 8 students whose grade point average is between 3.400 – 3.700 for the quarter will receive honor roll certificate.

Academic Probation Report (APR)

- Students whose **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 2 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.

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.

- that 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.
- that 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, staff member, or fellow student.
- Repeated improper or unsafe behavior anywhere on school property.
- Use of profanity of any kind in any language.
- Fighting (either physical or verbal or virtual).
- Bullying (verbally, physically or online) staff 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 staff members.
- Leaving school premises without parental or appropriate school permission or supervision.
- Tampering with the fire extinguishers and or causing false alarm are very serious offences.
- Other inappropriate behaviors as determined by the Principal.

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

The American Academy for Girls' Student Code of Conduct				
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	0 on the assignment; -Teacher notifies parent	-0 on the assignment, ASD, -teacher notifies parent, and	-0 on the assignment; ISS,

	information during a test, plagiarism.	- Lunch detention with teacher	arranges a meeting with student, teacher, and team leader; -student is referred to the Counselor	-teacher notifies parent and arranges a meeting with student, teacher , Asst. Principal, and Principal -4 th – 0 on the assignment, 1 day OSS, and 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	-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

	time and before or after school.			<p>4th - 1 day of OSS; teacher notifies parent</p> <p>-Meeting with student, parent, teacher, and Asst. Principal.</p> <p>-Placed on Behavioral contract by Counselor</p> <p>-Name placed on DNR list for next school year with the</p> <p>-5th: 3-day OSS</p> <p>-Name remains on DNR list.</p>
Trespassing on school grounds while suspended from school		<p>-3 days OSS;</p> <p>-Counselor to notify parents via e-mail and follow up with a phone call; -</p> <p>Name placed on the do not return list for next school year</p>	Expulsion from AAG for -next school year	
False Fire Alarm/Fire Extinguisher	Activation of false fire alarm. Or tampering with fire extinguisher	<p>-1 Day of OSS;</p> <p>- Parent conference</p>	<p>-3 days of OSS;</p> <p>- Referral to</p>	-Referral to Executive Director with the possibility of immediate

		required with Principal; - Restitution/restoring -Placed on Behavioral contract by Counselor	Superintendent; - Student will be expelled from AAG for next school year	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 receive a "0" if any type of class work, homework, quizzed, or test or involved.	-1day of OSS; - Parent meeting required with Asst. Principal; -Name placed on DNR list for next school year - 4 th – 3-day OSS
Cell phones and Electronic Devices	-Use of cell phone or electronic devices at school. -Taking photographs with cell phone;	-Mobile confiscation by staff member and kept until parent comes;	- 1 day of ASD; - Same procedures as 1 st offense;	-1 day ISS; - Same procedures as 1 st offense; -Placed on behavioral

	<ul style="list-style-type: none"> -Mobile rings at any time during the school hours: 7:00 – 2:00; 	<ul style="list-style-type: none"> -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"> -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"> 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 permission of the teacher.	<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 and teacher; - Placed on Behavioral contract by Counselor. 	<ul style="list-style-type: none"> -1 day of ISS; -Parent conference with the Principal required; -Name placed on the DNR list for the next school year. 4th 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 	<ul style="list-style-type: none"> -1-day ASD; -Parent meeting 	<ul style="list-style-type: none"> -1 day of ISS;

		Principal and cc secretary; -Student given a warning by Principal; - Teacher – notifies the parent to inform them. - Lunch Detention with teacher	with teacher required; -Meeting with counselor, teacher, and student;	-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.	-1 st Tardy - verbal warning by secretary; -2 nd Tardy – warning by secretary. -3 rd Tardy – warning by secretary.	-4 th tardy – Secretary sends e-mail to parent informing them of possible OSS with the 6 th tardy; -5 th tardy – 2 nd email with warning of OSS on next late.	-1 day of OSS on the 6 th late. -The counting of the tardies will start over after the 6 th late.
Truancy from school	The act of unauthorized absence from	1 day OSS;	-3 days of OSS;	- a 2 nd - 3 days of OSS;

	school and/or class for any period. Leaving the school building, field trip or site of school activity without permission.	-Parent meeting with Principal; -Student receives a “0” for missed work. -Referral to Counselor;	-Parent meeting with Superintendent; -Student receives a “0” for missed work.	-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	-2 days of OSS; -Parent conference required with Principal; -Referral to Counselor to be placed on Behavioral contract	-3 days of OSS; -Parent conference required with Principal and Superintendent;	- 4-10 days OSS; -Parent conferences with Asst. Principal/Principal, and Executive Director with the strong possibility of

	are part of the problem and will receive a consequence.	-Counselor to notify parent via e-mail and follow up with a phone call.	-Name placed on DNR list for next school year	removal from AAG.
Bullying	The abuse, annoyance or harassment of another by means of teasing, ridicule or criticism	-1 day ASD with teacher; -Parent notified via e-mail; -Referral to Counselor to be placed on Behavioral contract -Counselor to document and place in folder	-1 day ISS; -Parent Conference required with Principal; -Name placed on DNR list for next school year. -Counselor to document and place in folder	-1 day of OSS; -Parent Conference required with 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 – ASD; -Referral to Counselor to be placed on Behavioral contract;	-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 name place on DNR return list.

				-4 th – 2 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.
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	-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;

		follow up with a phone call.		
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,

				<p>Student Council, etc.;</p> <p>-Referral to Counselor to be placed on behavioral contract</p> <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</p>	<p>-Executive Director and Superintendent to make final decision.</p>

			<p>Council, etc.;</p> <p>-Name placed on DNR list for next school year.</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; 	<ul style="list-style-type: none"> - Warning from teacher or staff member who addressed the dress code violation, documented, and parent notified. -Student will be allowed to enter class; 	<ul style="list-style-type: none"> - 1 day of lunch detention with teacher or designated staff member; -parent notified -Student will be allowed to enter class 	<ul style="list-style-type: none"> -1 day ASD; -Referral to Counselor to be placed on Behavioral contract; -Parent notified; Student will be allowed to enter class 4th -1 day ISS; -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 5th -1 day OSS for each time;

Head bands	Wearing head wear during school hours. They must be plain white or black.	<ul style="list-style-type: none"> -Warning issued and student ask to remove; - Lunch Detention 	<ul style="list-style-type: none"> - lunch detention with teacher; - Confiscation: return to student at the end of the day; -Referral to Counselor 	<ul style="list-style-type: none"> -1 day ASD; Confiscation; -Placed on behavioral contract; -Student's name place on the DNR list for the next school year; 4th – 1 day ISS; 5th – 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.	<ul style="list-style-type: none"> -1 day of ISS; - Mandatory meeting with parent, student, and team leader; - Counseling by counselor; 	<ul style="list-style-type: none"> - 1-day of OSS; -Parent meeting with student, Principal, and Executive Director; -Counseling by counselor; -Name placed on DNR 	<ul style="list-style-type: none"> - 3 day of OSS Final decision to be made by Executive Director and Superintendent
Other	Other kinds of misbehavior that	Administration Discretion	Administration Discretion	Administration Discretion

	are not listed above.			
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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 2:00 to 2:30** 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

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.

Expulsion from school

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

Conduct Before and After School

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

Hallway/Out of Class

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

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 off school property, while not at a school-related or school-sponsored activity, the student will be subject to discipline under this Code if the conduct causes a substantial disruption to the educational environment.
- Attempt or successfully alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district's system. If this conduct occurs off school property, while not at a school-related or school-sponsored activity, the student will be subject to discipline under this Code if the conduct causes a substantial or material disruption at school.

- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, disseminate, transfer, share, or possess videos, audio recordings, electronic messages or images that are abusive, lewd, obscene or inappropriate in any manner or otherwise illegal, or are threatening, harassing, damaging to another's reputation, or bullying, including engaging in conduct known as cyber-bullying or inappropriate texts or messages of any kind. If such conduct occurs off school property while not at a school-related or school-sponsored activity, the student will be subjected to discipline under this Code if the conduct causes a substantial or material disruption at school. (Student and parents, please note: the taking, disseminating, transferring, possessing or sharing of obscene, vulgar or otherwise illegal images or photographs, whether by electronic data transfer or otherwise, may constitute a crime under the State of Kuwait law). Students who engage in this conduct will be subjected to discipline under this Code.
- Use email or Websites to engage in or encourage illegal behavior or threaten school safety. If such conduct occurs off school property while not at a school-related or school-sponsored activity, the student will be subjected to discipline under this Code if the conduct causes a substantial or material disruption at school.
- Students are not allowed to wear an apple watch during school hours. Any apple watch seen on a student shall be confiscated and returned to a parent/guardian.
- Cell phones are not allowed in school.

Misuse of Technology Social Media and WhatsApp Groups

- It is not acceptable to use social networking sites, including but not limited to TikTok, to openly criticize and make unsubstantiated, damaging comments about the school or any members of our staff or students. Any account found with comments, photos and videos deemed inappropriate by the school will result in immediate consequences.
- Any WhatsApp groups need to be monitored by the parents. WhatsApp groups have been associated with problems related to indecent speech, gossiping and cyberbullying to name a few. All problems trickle into school, any problem arises from WhatsApp groups the students involved will result in immediate consequences.

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. Also students are encouraged to speak and practice their English at break, recess and lunch times. Teachers will expect that English is the only language spoken to them unless stated otherwise.

Student Security Search

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

Bus Conduct

Students will be accountable for following these guidelines:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Do not deface the vehicle or its equipment.
- Driver will assign all riders assigned seats.
- Do not put 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 MS 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 7:20 a.m. each morning. Any student arriving at school after 07:25 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 7:45 am without an appointment card or medical note from a doctor.

Early Departure

Students are not allowed to leave school early without approval from Middle 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.

Absence from School

All students are expected to attend school on a daily basis. If a student is absent or late to school, the parent is asked to contact the school office. If contact is not made, the school will attempt to contact the parent by phone. **When students are returning from any absence, a student must submit a doctor's note to receive an excused absence.** Parent notes will not be accepted. The school asks to receive 24 hour notice if a student must miss part of the day due to an appointment.

Unexcused Absence

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

Ministry Law

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

Make-up Work

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

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

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

Sick Leave Policy

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

1. If the student is sick at home and is absent from school: sick leave forms will only be issued from the Nurse’s office to the parents, or to the driver/nanny/siblings with 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 fit 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 Middle 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:

- 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 white (mostly 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 must be purchased from the AAG uniform store only solid red sweater will be permitted.

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-

MAP

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

Student Activities

Middle 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

Buses will be provided for students which can be done through the registrar.

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

One morning a week, 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.

Cell-Phone Policy

- Students are not allowed to use their cellphones in school.
- 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.
- 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. Students may not have food delivered into school.

Lunch Time

- Lunch time will be at the canteen.
- Students will eat their food and drinks in the canteen area.
- Students must be on their best behavior during lunch.

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 official passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls and on the stairways. Neither running or shouting in the halls nor sitting on the hallway floors is permitted. Students who are in the halls without a pass or in an unauthorized area of the school will be subject to disciplinary action.

Signs and Posters

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

Money and Valuables

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

Lost And Found

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 floor without permission by the administration.

Open House and Parent Teacher Conferences

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

Guardian Policy

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

Appreciation Gifts

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

Field Trip

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.

Emergency Procedures

Fire Drill/Evacuation

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

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

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

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.

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
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.



**Middle School BEHAVIOR CONTRACT
2023-2024**

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. I understand I am not allowed to bring my cell phone to school unless stated otherwise by the school Principal. Consequences for excessive tardiness, disruptions in the classrooms, bullying another student, and dress code violations, etc are clearly defined in the AAG Middle School Student/Parent Handbook 2022-2023. Consequences vary from the AAG Middle School Student/Parent Handbook 2022-2023 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 Middle 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:



Middle School Student/Parent Handbook Signature Page

This Parent/Student Handbook is the primary reference point when you have a question regarding policy or procedures for the MS Department. Please refer to this handbook before contacting your daughter's teacher or the MS Principal if you have a question. If you have any questions regarding the content of this handbook, please contact the MS Principal. You acknowledge that you have read the entire Middle School Student/Parent Handbook for 2022-23. Thank you for your assistance and support in maintaining high standards for the Middle School.

Please sign and give it back to your daughter's homeroom teacher by Sept. 14, 2022.

Thank you.

Parent's Name: _____

Permission to release photos and videos of my child to be used at the discretion of AAG:

☐ Yes ☐ No

Regards,

Charné Murray, Principal

Parent's signature

Student's signature

Parent's Printed Name

Student's Printed Name