



AMERICAN SCHOOL OF KUWAIT

Practice Compassion, Make a Difference, Learn for Life

2017 - 2018
Elementary School
Student Handbook

AMERICAN SCHOOL OF KUWAIT

Student Handbook

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- The American School of Kuwait -



A Letter from the Superintendent

Dear Families and Elementary School Students of ASK,

The elementary provides the foundation on which our students build their educational future. It is important that our elementary students give the time necessary to achieve the knowledge and skills are essential to graduate from ASK. The elementary provides the foundation on which our students build their educational future.

This handbook will serve as a resource and reference to help you understand the rights and responsibilities you have as a member of the ASK school community. ASK students learn some of their most important lessons from the caring interactions experienced each school day. The ideals of ASK have created a shared culture of respect for and service to others.

ASK students are able to take rigorous academic courses and to participate in extracurricular activities that are not available at many other schools. In all these endeavors, ASK students are guided by faculty members who are extremely talented and productive in their fields of expertise. Faculty members are athletes, poets, scientists, musicians, authors, historians, technology experts, and mathematicians. Above all, they are dedicated mentors to their students.

I join Mr. Wael Abdul Ghafoor, our ASK CEO, your Principal, Mr. Steven Caley, in welcoming you to the American School of Kuwait. Each student is an important part of the school and its long tradition.

Sincerely,

Becky Ness
Superintendent
American School of Kuwait

- The American School of Kuwait -



A Letter from the Elementary School Principal

Dear ASK Families,

On behalf of the staff and faculty at the *American School of Kuwait*, it is my honor to welcome you to the 2017 – 2018 school year. Our mission is to inspire life-long learners empowered to excel in American higher education and the global community as productive, compassionate citizens. Our team of experienced and talented educators is dedicated to fulfilling this mission.

Our rigorous school curriculum is based on American standards that provide the foundation for preparing our students for higher education. While literacy, mathematics, science, and social studies are at the core of our learning, so, too, are the arts, technology, physical education, and languages.

We believe that you, as your child's first teacher, play a vital role in education. We are committed to developing an ongoing partnership between home and school. By working together, we will help all of our children succeed. You may expect regular communication from the school through class newsletters, blogs, progress reports, quarterly report cards, and weekly updates on the school website.

This Student Handbook has been updated and organized to help you become familiar with the policies and procedures at ASK. Please read it over with your child and keep it handy so that you may refer to it throughout the school year when questions arise.

This new school year brings much excitement – meeting new friends, new teachers and sharing educational experiences. I look forward to meeting new students and parents and to renewing old acquaintances. As always, feel free to contact me with your questions, ideas, or concerns.

On behalf of our Administrative Team, Assistant Principals Mrs. Ana Allen, Mrs. Pauline Roberts, and Mr. Nicholas Stroh, as well as the entire elementary staff, I welcome each and every one of you back to school!

Fondly,

Steven Caley
Elementary School Principal
American School of Kuwait



Elementary School Faculty

CHAIRMAN/CEO

Mr. Wael Abdul Ghafour

SUPERINTENDENT

Mrs. Rebecca Ness

ELEMENTARY SCHOOL ADMINISTRATION

| | | |
|-----------------------------------|---|----------------------|
| Principal | - | Mr. Steven Caley |
| Arabic Principal | - | Mr. Fawzi Hassan |
| Assistant Principal | - | Mrs. Ana Allen |
| Assistant Principal | - | Mrs. Pauline Roberts |
| Intern Assistant Principal | - | Mr. Nicholas Stroh |

BUILDING FACULTY/STAFF

| | | |
|-------------------------------------|---|-----------------------|
| Superintendent of Curriculum | - | Dr. Scott Dennison |
| Activities Director | - | Mr. Phillip Parkinson |
| Doctor | - | Dr. John Bebejian |
| Nurse | - | Ms. Theresa Devassia |
| Secretary | - | Ms. Amna Eriqat |
| Registrar | - | Ms. Tina Kordahji |

EARLY CHILDHOOD TEACHERS

| CDC 1 | | KG1 | | KG2 | |
|------------------|-----|---------------------|---|-------------------|---|
| Yvonne Griffiths | A-B | Hannah Loney | A | Crystal Cullimore | A |
| Tara Sullivan | C-D | Clementine Anderson | B | Johnna Bonic | B |
| | | Sharon Yueh | C | Brittney Moore | C |
| | | Lusia Zietsman | D | Nancy Campbell | D |
| | | Ashley Ostendorf | E | Salma Taha | E |
| | | Noor Mortgage | F | Kari Tridle | F |

PRIMARY GRADE TEACHERS

| Grade 1 | | Grade 2 | |
|---------------|---|------------------|---|
| Juliana Ortiz | A | Abiel Sultan | A |
| Maria Braun | B | Margaret Tapiata | B |
| Nicole Elvad | C | Shanice Whitney | C |
| Ryen Walter | D | Abby Spencer | D |
| Courtney Gray | E | Kate Filion | E |
| Chase Racek | F | Austin Schmidt | F |

UPPER ELEMENTARY GRADE TEACHERS

| Grade 3 | | Grade 4 | | Grade 5 | |
|------------------|---|-------------------|---|---------------------|---|
| Joshua Johnson | A | David Thatcher | A | Kelsey Keilback | A |
| Brian Hedrick | B | Jenna Hantke | B | Jory Bolton | B |
| Kevin Bradfield | C | Samantha Van Brug | C | Amber Johnson | C |
| Carolyn Connally | D | Paige Glowa | D | Shawn Solomon | D |
| Sarah Thatcher | E | Arthur Johnson | E | Elizabeth Stevenson | E |
| Jenny Sleeth | F | Jacob Loney | F | Cecil Dwyer | F |

ARABIC/RELIGION TEACHERS

| | |
|-----------------|--------------|
| Mona Swaidan | Haifa Saeed |
| Mustafa Hamadah | Omar Ahlam |
| Heba Ismail | Sahar Jebril |
| Iman Moamer | |
| Wafaa Darwish | |
| Nida'a Nassar | |

SPECIALIST TEACHERS

| SPECIALISTS | | EDUCATIONAL SUPPORT | |
|-------------|----------------------|---------------------|-------------------|
| Art | Alia Toor | Counselor | Allison Levine |
| Art | Molly Michels | Counselor | Nicole Johnson |
| Technology | Peter Palingo | ELL | Roxanne Heuschkel |
| Technology | Rana El-tell | Learning Support | Anne Lompo |
| Music | Dalal Yassawi | Learning Support | Leslie Robinson |
| Music | Mary Biemann | Learning Support | Ann Marie Moore |
| PE | Iskra Sofronieva | Learning Support | Nives Sullivan |
| PE | Svilen Sofroniev | Learning Support | Sandra Summers |
| PE | Amira Farraj | Learning Support | Thelma Matteer |
| PE | Lulu Al Sabah | Learning Support | Alex McRobert |
| Spanish | Leticia Caballero | Learning Support | Gharam Attya |
| Drama | Pamela Webb-Mitchell | | |
| Library | Emily Abbot | Instructional Coach | Leslie Robinson |
| | | Technology Coach | Jessica Christ |

Our Mission, Values, and Goals

The ASK Mission Statement provides the basis of our educational philosophy in the elementary school.

The American School of Kuwait inspires life-long learners empowered to excel in American Higher Education and the global community as productive, compassionate citizens.

“A vision without a task is a dream – a task without a vision is drudgery – but a task with a vision can change the world.”
Black Elk

We believe that the mission statement promotes a vision for ASK students to:

- Practice compassion
- Make a difference
- Learn for life

Our Vision for Our Students and Ourselves

Our Students are independent, confident and responsible learners in love with learning as a continual process. They are critical thinkers who solve real world problems and are able to display integrity & responsibility in the choices that they make.



To help students achieve this, we will demonstrate the qualities of a lifelong learner by working towards continuous self-improvement. We will provide an environment that is happy, fun, safe and comfortable, acknowledging and respecting differences in learning styles and cultures. We will work with social awareness in our various communities, both local & global.

ASK Code of Conduct

As a member of the ASK community:

- I will live by its mission: to act with integrity, strive for excellence, and think critically.
- I will apply these principles to all the problems I encounter.
- I will treat others, regardless of position or background, with respect, honesty, and dignity.
- I will ensure that my actions, attitude, and contributions are conducive to maintaining a positive learning environment for all.
- I will be responsible for my own learning and will ensure that my work reflects both my integrity and the best of my abilities.

- I will take proper care of my belongings and respect the property of others.
- I will accept my responsibilities to the ASK community by following the school's rules and regulations

Our “All-School Rules”, developed by our Student Council are:

Be Respectful
Be Safe
Be Your Best

Strategic Objectives

As part of our accreditation with the Middle States Association of Colleges and Schools, we follow a plan of continuous improvement and refinement. As a school, we have been working on the following eight strategic objectives:



Middle States Association,
est. in 1887, provides the
accreditation for ASK.

1. ASK faculty will increase the use of data to make instructional decisions.
2. Three-way communication will be improved between ASK students, parents, and teachers.
3. ASK faculty will collaborate with their colleagues to develop quality Understanding by Design Units for every unit that they teach.
4. ASK faculty members will increase their participation in collaborative professional learning activities.
5. ASK faculty members will expand their use of instructional technology to make it an integral part of the school's learning program.
6. Students will demonstrate improvement in reading skills.
7. Students will demonstrate improvement in mathematical skills.
8. Students will demonstrate increased engagement in school.

Profile of Graduates

The ideal American School of Kuwait graduate will...

1. Be able to thrive in a higher education setting and find a meaningful role within the learning community.
2. Be an independent, logical and critical decision maker.
3. Demonstrate creative problem solving skills.
4. Work and communicate positively and effectively with others.
5. Respect and accept others as individuals.
6. Recognize and respect diverse backgrounds and viewpoints.
7. Be open-minded and demonstrate intellectual curiosity.

Our community: We are an international school and we must always keep in mind that our position and outlook are global and not local.

General Information

The following section provides useful information to members of our community. Remember to use the table of contents or the index to help locate information faster.

*“As a child lives today,
he will live tomorrow.”*
John Dewey

Please look carefully at the following sections. It will provide answers to many of the questions that you will have throughout the year.

Visitors



At ASK, we want to welcome parents and volunteers while making sure our school is safe and that student learning time is not interrupted. Visitors to the school need to come directly to the Elementary Office and check in with the secretary.

- Gate 2 will be locked after student drop off in the morning and pickup (7:15 - 2:00)
- Visitors between the times of 7:30 and 2:00 will need to ring the bell at the gate to be let in by the guard.
- The guard will escort the visitors to the office where they will check in. Visitors are required to check-in.
- The visitor will sign in at the office and wait in the office until the student is brought down.

Child Pickup

Parents will wait in the office and the child will be picked up and brought to the waiting parent. No child is to be released to a parent who comes to the classroom door between 7:15 – 2:00. Parents must check in at the office and the child will be brought to them.

There may be times when you will be visiting the ASK campus during school hours (to visit the library, meet with a teacher, or in a family emergency, etc.) ASK’s Visitor’s Policy requires that all visitors check-in at the gate and exchange their Civil ID for a visitor’s badge. Check in with the officer after entering the building. Not only does this help to minimize class disruptions, but it also helps keep our campus a safe place for all of our students.

If your child is sick and the nurse has called, please proceed directly to the nurse’s office and then check them out of the office.

Children who miss their bus or are waiting for their pick up, either after school or after activities are finished, will be brought to Gate 2 for pick up.

Bussing

Providing transportation to school is the responsibility of parents. There are three “sets” of buses that serve The American School of Kuwait.



1. The students from the Chevron Camp are served by their own company’s buses.
2. Our students whose parents work at the United States Embassy are provided their bus transportation by the U.S. Embassy.
3. The third “set” of buses is for the general population who attend school at ASK but are not affiliated with Chevron or the U.S. Embassy. This bussing is provided by the Trans Center Bus Company.

We do facilitate the payment of your bus fees through our Business Office as a service to our families. This does not impact the degree to which we are responsible for the transportation. The necessary upkeep and provision of safe buses, and the training and performance of its bus drivers are solely the responsibility of the Trans Center Bus Company. The American School of Kuwait assumes no responsibility in this area. We do assist the bus company in dealing with the children who misbehave on the buses as an extension of our pastoral care responsibilities.

If you have concerns about the safety of a bus or a driver’s performance, please contact the manager of the Trans Center Bus Company. You can reach him through our school switchboard at 2266 4341 Extension 1775.

Money, Valuables & Toys

Students are not to bring money, valuables or toys to school unless requested. The school will not assume responsibility for money or possessions lost or stolen at school.

Mobile Phones & Electronics

Student cell phones may not be used, seen or heard on campus or at off-campus events at any time between 7:00 and 2:00. I pads and other electronic tablets should also not be used during school hours. Students using them during this time may have them confiscated for a short period.

The school is not responsible for lost or stolen electronics.

Lunch

"To eat is a necessity, but to eat intelligently is an art." La Rouchefoucauld

It is recommended that all students bring a healthy lunch from home. Lunch/snack is eaten in the homeroom classroom under the supervision of the homeroom teacher. Each student is responsible for the cleaning-up of his/her area. We suggest a lunch made of fruit, a sandwich, raw vegetables, milk, yogurt, juice, or water. When temperatures rise, please ensure your child has an adequate amount of water to drink during the day.

- ✓ Candy and soda are discouraged as part of a student’s lunch or snack.
- ✓ Elementary students may not use the MS/HS canteen during or after school.
- ✓ Milk or juices are preferred lunch beverages.
- ✓ Please put your child's name inside the lunch box, or mark the paper bag so a lost lunch or lunch box can be returned to the owner.

Emergency Procedures

"Never doubt that a small group of thoughtful citizens can change the world. Indeed it is the only thing that ever has."

Margaret Mead

Principal directly to each teacher face-to-face. Everyone will move as quickly and safely as possible to their assigned areas.

The notice to evacuate will be given by an uninterrupted siren. Everyone inside the buildings will move to the assigned locations.

The signal for enacting **stay-in-place procedures** will be a "woop, woop, woop" sound. Everyone inside the buildings will stay in their classrooms.

The signal for enacting **safe-haven procedures** shall be a verbal command over the public address system by the Superintendent or his designee. In the event of a power outage the command to move to safe havens will be given by the Principal or Assistant



Lost and Found

Label all items with your child's class, i.e. "2A" and their name.

Lost and found items will be placed in a wooden box located in the hallway outside of the library. Small or more valuable items such as jewelry are left with the elementary secretary.

Permanent Student Files

"Quality in education is what makes learning a pleasure and a joy." Myron Tribus

Individual cumulative files are maintained in the Registrar's Office. These files include application forms, copy of the birth certificate, family information form, transcripts, health files, discipline reports, copies of progress reports, and score reports from standardized tests.

School Field Trips & After School Activities

The Ministry of Education requires that the school obtain permission for all school-sponsored activities. Requests for any extra-curricular school function must be made by formal request to the Ministry of Education. Parents are required to sign permission for their child to attend field trips and after-school activities. Students without permission will not attend the trip/activity.

Student Supplies

School supplies, such as paper, pencils, and notebooks must be provided by individual students as needed and as requested by teachers. A list of student supplies may be obtained from the elementary office, and a copy will be sent home with students at the end of the school year.



Telephone Calls

School telephones are for school business. In cases of emergency, a student may obtain the permission from the principal or the secretary to use the telephone in the school office only. Students who need to call home must obtain permission of the classroom teacher. In case of illness, the school nurse will make a medical decision as to whether or not a student needs to go home and will notify the parents of the student who is ill.

Textbooks

Although we use a variety of resources, textbooks are provided by the school to students on a loan basis. Students are responsible for returning all school books in reasonable condition at the end of each academic year or to pay damage or replacement fees. A second copy of a text will be issued only when a replacement

fee has been paid for the lost copy. Damage fees may be charged for torn pages, writing in books, torn bindings, liquid spilt on books, etc.

After-School Activities

"To cope with a changing world, any entity must develop the capacity of shifting and changing - of developing new skills and attitudes; in short, the capability of learning." A De Gues

After-school activities are offered during the school year. Activities vary from year to year based on the interests of students and the availability of sponsors. Parents will be advised in writing when it is time for students to enroll in these activities. Students must be picked up at the Elementary Gate immediately following the after-school activity. Persistent tardy pick-ups will mean that the child will no longer be allowed to participate in after-school activities. Students may not wait at school while other family members are participating in an activity. They must go home.

Grade Five – USA Presidential Award (Gold and Silver)

The purpose of the USA Presidential Award is to recognize academic success in the classroom. To be eligible for the President’s Award for Educational Excellence, students in grade five must meet specific criteria of grade point averages, standardized achievement test results, and staff/teacher recommendations.

Elementary Secretary and Registrar

The support staff consists of the elementary secretary and registrar. When making appointments, you may contact the school secretary at 266-4341 ext. 1927. The registrar will be your contact person for all new registrations, and information on student files.

Instructional Assistants (IAs)

Instructional assistants support our students and the academic programs across all grade levels in the elementary school. Instructional assistants also support our specialist and support programs.



Early Childhood – CDC & KG1

Our Philosophy to Building a Community of Life Long Learners

Our CDC and Kindergarten children learn through collaborative experiences with peers and teachers, through individual exploration during play, and through guided participation in the elementary curriculum of Language Arts, Everyday Mathematics, Science and Social Studies. Our children learn through their engagement with our specialist teachers when attending classes in Music, Physical Education, Computers and Library. Likewise their social and emotional needs are met by the interactions they have with the Elementary School Counselor. Our program prepares children well for all of their future learning.

“What we want is to see the child in pursuit of knowledge and not knowledge in pursuit of the child” -George Bernard Shaw.

Curriculum Overview

The CDC and Kindergarten One program follows *The New York State Pre Kindergarten Foundation* for the Common Core Standards, and the Kindergarten Two program follows the *American Common Core State Standards*. Each subject area and/or topic of study has individual *Understanding by Design* planned units. Under this umbrella children build new knowledge as they engage in inquiry-based learning centers, free choice, and goal directed play experiences. We work as grade level teams to reflect on our programs and keep our teaching relevant and updated.

“Reading aloud with children is known to be the single most important activity for building the knowledge and skills they will eventually require for learning to read” – Marilyn Jager Adams.

Writer’s Workshop

During Writer’s Workshop, children learn to listen, tell, illustrate and write a story. CDC children concentrate their learning on listening, speaking and illustrations. KG1 and KG2 children will be engaged daily in a writing experience using firstly emergent skills and then building on these to become authors. All children participate at a level appropriate to their skill level.

Handwriting Without Tears

During the Handwriting Without Tears program children learn letter shapes and letter formation. Young muscles are exercised through fun exercises, games and songs.

Mathematics

The Everyday Mathematics program is taught throughout the Elementary school. It is a comprehensive Pre-K through Sixth Grade mathematics curriculum developed by the University of Chicago School Mathematics Project. The children in CDC/KG engage in hands on investigations to build knowledge in number, geometry, measurement, problem solving, patterns, algebra, statistics, data analysis and probability.

Science and Social Studies

Science and Social Studies are taught through hands on learning experiences. The children explore topics, make self-discoveries, ask questions and develop knowledge. Some children are often the experts and are called upon to share their expertise with others. It is not unusual to see a child informing their class about magnets, space or dinosaurs.

Specialist Programs

The subjects of Music, Art, Technology, Physical Education and Library are taught by specialist teachers. The children will see each of these teachers once in a six-day rotation. Each teacher has a specially designed room to receive your child. Your classroom teacher will inform you when the specials are scheduled.

Assessment and Reporting to Parents

Assessment is carried out on your child in all areas of the curriculum. Sometimes it will be in the form of an observation or a conversation with your child and sometimes we will ask your child to complete a set task. All information gathered informs our teaching by indicating your child's next learning step. All this information is shared with you in the following ways.

Report Card/Parent Conferences

CDC, KG1 and KG2 have two report cards and two formal conferences within the course of the school year.

November: Parent Conference

February: Report Card

March: Student Led Student Conference (for all children)

June: Report Card

If the teacher has concerns about your child, you may receive a Progress Report in October, December and/or May. If you do not receive a progress report in these months do not be concerned as we are very happy with your child's progress.

Of course you are welcome to schedule a meeting with the teacher at any other time by setting up an appointment with your child's teacher directly or through the Elementary School office.

Portfolios

Every child in CDC and Kindergarten will have a portfolio to document work and show growth over time. Portfolios provide evidence of achievement and student development. The children will share their portfolios with others and reflect on their own work. Your child may choose some samples in the portfolio and others will be chosen by the teacher. You may find comments written by the teacher explaining why the child has completed a set task. The portfolios provide a valuable resource, for students to take home at the end of the year, containing memories of their time in CDC/Kindergarten.

General Information

Arrival for CDC Morning Session

The doors to the CDC classrooms open at 7:00am. If you arrive before 7:00am please wait with your child outside the classroom until the doors are opened.

Arrival for CDC Afternoon Session

The doors to the CDC classrooms open at 11:10am. If you arrive before 11:10am please wait with your child outside the classroom until the doors are opened.

Arrival for KG1

The doors to the KG1 classrooms open at 7:00am. If you arrive before 7:00am, please wait with your child outside the classroom until the doors are opened. Parents are welcome in the classroom with their children until 7:15am. At this time we would ask all parents to leave the room so that the children may begin their daily activities.

Arrival for KG2

The KG2 children meet their teachers on the backfield for “Walk and Talk”. A sign will designate your child’s classroom. A bell will ring at 7:05am at which time your child will line up with their teacher and will walk with her/him to the classroom.

Departure from CDC Morning Session

Children can be picked up from their classroom door at 10:15am. If you arrive early please wait quietly outside the door until the children come out.

Departure from CD Afternoon Session

Children can be picked up from their classroom door at 2:00pm. If you arrive early please wait quietly outside the door until the children come out.

Departure from KG1 and KG2

Children can be picked up at 1:00pm daily underneath the shade cloth that runs between the CDC and Kindergarten buildings. A sign will designate your child’s class. Please do not come into the classroom as there are 250 children and their teachers exiting the building at this time and the hallways are crowded. We adhere firmly to this rule to keep your child safe.

Who Will Pick up Your Child from School?

We take the safety of your child very seriously. We will not allow your child to leave the school with someone that we do not know. Please help us by advising your teacher verbally or in writing if someone different will be picking your child up from school. You may know what your driver or nanny looks like but we will not. You need to introduce these people to your teacher so we know whom your child can go home with at the end of the day. Likewise if your child has a play date, advise the teacher that a different mother will collect your child.

Extended Day Program for KG1 and KG2

This program operates between 1:00pm and 2:00pm each weekday. The KG1 program operates in a KG1 classroom and the KG2 program operates in a KG2 classroom. Please enquire at the Business Office if you would like your child to join one of these classes.

“The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six” – Maria Montessori.

Elementary School Schedules

The following provides information on the different Elementary School schedules. If you need to see the schedule for the year please refer to our website www.ask.edu.ky.

Our daily schedule differs throughout the day to meet the developmental needs of our students. Please note the start and end times. Teaching children punctuality and regular attendance is an important life skill.

"You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives." Clay P. Bedford

| Early Childhood Schedule | | | |
|-----------------------------|----------|----|----------|
| CDC A/C | 7:15 am | to | 10:15 am |
| CDC B/D | 11:15 am | to | 2:00 pm |
| KG1 | 7:05 am | to | 1:00 pm |
| KG2 | 7:05 am | to | 1:00 pm |
| KG1/KG2 Extended Day | 1:00 pm | to | 2:00 pm |

Grades One through Five

Students should arrive at school after 6:45 a.m. and should proceed to the elementary playground. Students who are arriving by bus will be supervised by the teacher on bus duty. All students should proceed to the elementary playground after 6:45 a.m. There is no teacher supervision prior to this time. Students must remain inside the school campus until the end of the school day at 2:00 p.m.

| | |
|----------------|--|
| 7:05 am | Students are lined up and proceed to classes |
| 7:15 am | Classes begin |
| 2:00 pm | Dismissal |

If students are participating in a school-sanctioned, co-curricular activity or program, they may be permitted to stay after school. On occasions, it may be necessary for students to remain after school at the discretion of teachers and/or the administration. If this is required, parents will be notified.

Students are not permitted to play on the playground after school.

KG1 and KG2 students must depart the campus at 1:00 p.m. unless they are participating in the extended day program. All other students must make their way home.

Six Day Rotation

The elementary school uses a 6-day rotation schedule. The days are numbered one through six. Once Day 6 is reached the schedule begins again at Day 1.

The 6-day rotation ensures our specialty programs are not affected by holidays and professional development days. For example, if it is DAY 6 on a Thursday, followed by a holiday on Sunday, Monday would be a DAY 1 for elementary students.

Reporting Process

Regular communication and partnership between students and parents is fundamental to student success.

Communication is essential. Our faculty strives to constantly improve upon the level of dialog about our students. You will still receive information in a variety of formats as they are listed below. You will receive communication in at least 2 of the following formats from your classroom teacher – newsletter, email and/or blog.

Newsletters

Your child's teacher will send home a class/grade level newsletter on a regular basis. This is important because it will describe what is happening in your child's classroom, the topics being studied, homework expectations, upcoming quizzes or tests, the dates for concerts, field trips, etc. This communication is an excellent means by which you can discuss your child's experiences at school. Please take the time to discuss the class newsletters with your child.



Email

Your child's classroom teacher will provide their school email address. In an effort to reduce paper and provide faster feedback, we request you provide your child's homeroom teacher with your email address. Other contact emails can be found on the school website: www.ask.edu.kw.

Blog

Many teachers and grade levels maintain blogs. These provide timely information and links to classroom resources as well as providing students and parents with tools to enhance their learning. The ES blog is located here: <https://askelementaryoffice.wordpress.com>

Progress Reports

During the first quarter, ALL parents will receive a progress report. Progress reports for the 2nd, 3rd and 4th reporting periods are sent home on an as-needs basis for a student whose work is unsatisfactory or needs improvement. Special recognition reports may also be sent for some students.

Report Cards

"Those periods of struggling to overcome challenges are what people find to be the most enjoyable times."
Csikszentmihalyi

Report Cards will be sent home after the end of every quarter to all students from Gr. 1 to Gr. 5. CDC, KG1 and KG2 students receive a report card at the end of every semester.

Evaluation of student progress by teachers is a continuous process. Students are assessed against the ASK standards in all core subjects. Participation, behavior, effort, and homework are assessed separately.

From KG2 to Grade 5, students will be assessed against the following criteria:

| Level | At this level the student: |
|-------|---------------------------------------|
| 4 | Exceeding grade level standard. |
| 3 | Meeting grade level standard. |
| 2 | Working towards grade level standard. |
| 1 | Working below grade level standard. |
| NA | Not assessed. |

Conferences

There are two formal opportunities during the year to meet for conferences. The first parent-teacher conference will take place on November 15th and 16th, and the second will be a student-led conference which will take place on March 14th and 15th.



Parents and teachers may request additional conferences throughout the school year to discuss their child's academic or social progress. It is very important to pre-arrange a time when meeting with your child's teacher. A request can be made by scheduling an appointment with the Elementary School Secretary at 2266-4341 ext. 1927. We

encourage you to discuss any concerns you have with your child's teacher. The faculty at ASK are dedicated to your child's success and want to be aware of any concerns you may have.

School Website

The school website (www.ask.edu.kw) offers links to academic programs upcoming events and other relevant information about ASK.

School Blog

The school blog (www.askelementaryoffice.wordpress.com) offers a wealth of timely information about upcoming events in the elementary school.

Academic Policies

Understanding the following policies and guidelines will help you to best prepare your child for success.

Success in school depends on a close partnership between parents, students, and teachers.

Homework Policy

"Nothing has happened in education until it has happened to a student."
Joseph Carroll

The purpose of homework is to reinforce the ongoing learning in the classroom and to promote the involvement of you as parents in your child's education. Homework provides enrichment, review, and reinforcement of the curriculum.

Homework is not graded. If it is assigned, it will be checked by the teacher. As a school, we believe that daily reading at home is crucial for our student's success.

Promotion of Students

Students who successfully complete all academic requirements at their current grade level and who appear to be physically, emotionally, and socially ready for studies in the next grade will be promoted at the end of the school year.

Placement of Students

Students who are struggling to meet grade level expectations but are not a retention candidate may be placed in the next grade. Their academic growth will be closely monitored by the Student Services Team.

Retention of Students

Students may be retained at the same grade level if they require more time to reach the level of achievement necessary for promotion. Retention decisions are made by the principal in close communication with the classroom teacher, parent, and Student Support Team.



A student in grades KG2 through Grade 5 who has repeated a grade level will not be re-enrolled if he/she does not successfully complete the repeated grade.

Attendance

The satisfactory completion of a year's academic work requires regular attendance to all classes. Students who are absent more than 30 days in the school year from the date of their enrollment will have their progress reviewed by the principal in order to receive academic credit for the year.

Returning to School after an Absence

When absent from school, a student must bring a note to their homeroom teacher signed by the parents stating the reason for the absence. After 3 days of absence due to illness, a student must bring a note from a doctor indicating the nature of the illness and when the student is able to return to school.

Excused and Unexcused Absences

Absences due to illness or because of an emergency will be considered excused. Absences for extended vacations or other reasons such as over-sleeping, missing the bus, staying home to study, etc. will be unexcused. Whatever the nature of the absence, it is still noted on the report card.

Extended Vacations

Parents are requested not to schedule extended vacations or trips for students that result in the student missing instructional days at school. When such situations are unavoidable, parents are requested to notify the school in writing prior to the absence.

Teachers are not responsible for providing missed lessons in the extent of absence.

Absences and Homework

In the event of a short term absence, your child's work can be collected by calling the school secretary at 2266-4341 ext. 1927 before 10:30 am. You can then collect the work from the office at 2:00 p.m. Unfortunately, we cannot guarantee missed work requests will be completed after 10:30 a.m. that day.

Leaving Early Before the End of the Semester

"Enthusiasm is the match that lights the candle of achievement." **Parents are asked** to notify the school when a student leaves prior to the end of a semester. If a student leaves early in the semester or does not complete all requirements of a class, including a final evaluation, credit will not be awarded for the assignments missed. The school does not make provisions for early final evaluations. Quarterly results of students who miss final evaluations will receive incompletes.
William Arthur Boyd

Punctual Attendance

Students are encouraged to be punctual. Unexcused tardiness to class will be treated by individual teachers in an appropriate manner. Persistent late arrivals will be addressed by the principal and parents will be contacted to address this concern.

Students Leaving Early

If it becomes necessary to withdraw a child from class during the instructional day, please notify the office secretary in advance. Arrangements will be made from within the school to have the student withdrawn from class at the desired time. The parents will meet the child at the nurse's office and will be given a withdrawal slip. This needs to be given to the elementary security guard upon leaving the school campus for security reasons.



Academic Honesty

Cheating, including plagiarism of print or electronic material, is considered the equivalent of stealing. In addition, work completed by people other than the assigned student is also considered cheating. Actions that will be taken are notification to student, parent and administration. Students may also receive a zero for the assignment/quiz/test/exam or be given opportunity to make up the assignment for partial credit by discretion of the classroom teacher and administration.

Tutoring

The school will not in any way facilitate the parents or students in finding a tutor. We do not support tutoring outside the school.

Services and Programs

This section deals with the nurse's office and the library.

Health Services

The elementary school employs a Licensed Pediatrician as well as a full-time registered nurse who maintain health files for each student. This team of professionals treats children referred to them by their classroom teachers and/or administrators.



Medicines are administered to students only with written permission from the doctor or the parents. Any prescription drugs required by a student during school hours should be registered with one of the nurses. The student's name, date on the medication, the time the medication needs to be given, the dosage amount, and the number of days the medication needs to be distributed must be written on the instructions.

Any medical information concerning the student must be given to the school nurse, plus medical documentation after a recent major surgery. These medical documents will be shared with the principal and teaching staff involved with the student. This will enable us to give the best possible care to our students.

Students must obtain a pass from their regular teachers before reporting to the Nurse's Clinic.

Immunizations required by the School Health Department are given by the nurse only with permission from the parents.

The nurse will not keep medicine in the clinic overnight. Students who need medicine during the day are required to take it home each night.

Support Services

ASK is committed to ensuring that your child achieves excellence. To this end, we provide a number of services to students who are performing below grade level. Learning Support Teachers promote differentiated instruction and small group instruction. Students who are learning English as a second language and meet certain criteria may receive specialized instruction in our English Language Learners program.

Illnesses at School

If a child becomes ill, the teacher will send the child directly to the Nurse's Clinic and the Nurse will determine the nature and degree of illness and course of action to be followed. When the Nurse or the Principal determines that a student is to be sent home due to illness, parents will be asked by telephone to come to

school to take the student home. If parents cannot be reached, the child will be kept at school until dismissal time.

If a child is sick with fever, vomiting, nausea, etc., they should remain at home until they are fever free for at least 24 hours before returning to school. A child has a fever if their temperature is at or above 37.5 degrees Celsius.

Accidents and Injuries

Injuries that occur at school must be reported to the Nurse immediately. The Nurse will be notified immediately and the principal or teacher will assist the student. Students injured at school should receive first aid from the nurse whenever possible. The medical staff will notify administration immediately of any incident involving injury. Parents will be contacted in the event of a serious injury or accident. It is important we have up-to-date listings of contact numbers where parents can be reached.

Elementary Media Centre

"To those with ears to hear, libraries are really very noisy places. On their shelves we hear the captured voices of the centuries-old conversation that makes up our civilization."

Timothy Healy

The Elementary Media Center is a warm, spacious area on the main floor of the elementary school complex. It houses some 17,000 books, an interactive STAR Board, and 12 computers and is a total multi-media facility. Books and media collections are updated yearly.

The Media Center staff assists faculty and students, as well as many parents in the selection and checking out of materials and also provides Elementary students with weekly lessons in both literary appreciation and media skills.

The Elementary Media Center is open from 6:45 a.m. till 2:30 p.m. each school day and often by arrangement, at other times. In addition to its primary use as a reading and research room, it also serves as a location for staff meetings.



Books can be checked out for one week in grades KGII through Grade 2 and for two weeks in Grades 3 - 5. They may be renewed for another week if not requested by others. Encyclopedias, other reference books and magazines may not be checked out.

Overdue Books

It is the responsibility of the students to return books on the appropriate due date. There is no fine for overdue books. Students with outstanding overdue books are not permitted to check out additional books.

Loss of Books and Other Materials

If a book or other library material is lost, it must be paid for by the person who checked it out. The price charged is a minimum of 5KD. Report cards may be withheld from a student who has overdue books or unpaid charges.

Guidelines for Student Behavior

The American School of Kuwait seeks to maintain and foster high standards of acceptable behavior in accordance with our Code of Conduct.

The intent of our school procedures and policies is to ensure common decency and courtesy in order to protect the rights of all students to pursue an education free from disruption and interference. Emphasis is placed on the student's individual responsibility for their own actions, and students are encouraged to make good choices based on self-respect and respect for others.

Student Responsibility

The primary responsibility for student's behavior rests with the individual student. It is important that students are in a safe, non-threatening school environment that is conducive to successful learning. The elementary community has developed three school wide rules:

Be Respectful

Be Safe

Be Your Best

"Learning would be exceedingly laborious, not to mention hazardous, if people had to rely solely on the effects of their own actions to inform them what to do. Fortunately, most human behavior is learned observationally through modeling."
Albert Bandura

When a student has made a poor choice, our goal is to ensure that the student takes responsibility for changing his/her appropriate behavior. If the incident is of a serious nature, the classroom teacher and/or supervisor will need to fill out an Incident Report and submit it to the Administration. Involvement of the administration may mean contact with the student's parents and will often result in a conference involving the student, parents, teachers, and the administration. Appropriate consequences will be determined by the ES administration.

Any action inside or outside the classroom which constitutes an infringement on another student's right to learn in a safe environment, interferes with another student's education, or anyone's well-being, will be considered a violation of school procedures and rules. It is the responsibility of each student to evaluate the appropriateness of, and to be accountable for, all of their actions.

Bullying

Bullying is repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. It is any act that generates a climate in which students and/or teachers feel fear or intimidation. There are these characteristics that generally describe bullying

behavior: it is deliberate, it is repeated over time, and it is intended to harm another person. A common element in bullying is a perceived imbalance of power, which allows one student – or groups of students – to victimize others.

We encourage students to report any bullying behavior to a caring adult at school. Reports will be handled confidentially and with discretion, and services will be provided to both the victim and the bully.

If bullying is suspected or reported, the incident will be dealt with immediately by a teacher or member of administration. The consequence will depend on the nature and severity of the incident.

Language of Instruction

The language of the school is English. Except for Arabic and Religion classes, English is the language of instruction. Only English should be spoken in the classroom as this will promote and improve fluency. Since English is the language common to all, it is simply common courtesy to speak in English when in a diverse group, even outside the classroom.



Internet

Students using the Internet must not access material that violates commonly accepted standards of decency in Kuwait. No improper language or images may be displayed or printed. Being involved in a situation in which these requirements are not followed will lead to loss of Internet use at A.S.K. and disciplinary action by teachers and principal. All students must

obtain parental permission to use the Internet at school. This form is found at the back of the handbook, and should be submitted to your child's homeroom teacher.

Playground Usage

Recess is supervised by our school's instructional assistants, teachers and administrators. Students need permission from the supervising adult to re-enter the building during recess time. No food (gum, candy, etc.) or trading cards are allowed on the playground.

If play items go outside the school boundary, the supervisor should be informed immediately. Students should never leave the school grounds to retrieve play items. A school custodian will retrieve the item.

As soon as the bell rings, all students should stop their play and proceed to their class line immediately. Balls are not permitted on the playground before and after school unless there is an organized school sanctioned activity. Students are not allowed to climb trees on the school campus.

Bus

All students must:

- ✓ Follow the bus driver's directions.
- ✓ Remain seated while the bus is moving.
- ✓ Respect your bus neighbor and adults on the bus including the bus driver.
- ✓ Scuffling, fighting, and use of indecent language will not be tolerated.
- ✓ Students must not make any loud or unusual noise or attempt to distract the driver in any way.
- ✓ Students should not extend any part of their body or any other articles out of the bus window.

The school has the authority to suspend riding privileges for anyone violating these rules. An administrator will meet with the student to discuss the inappropriate behavior. If this behavior continues, the student and parents will receive a letter outlining the inappropriate behavior and the

changes necessary for the student to continue receiving bus privileges. Failure to improve behavior for the safety and well-being of students will result in suspension of bus privileges.

Suspension from School

When severe disciplinary action is necessary, a student may be suspended from all classes and school activities for a specified number of school days. Parents and or guardians will be informed by letter and a phone call explaining the reason for the suspension. Reasons for immediate suspension include but are not limited to: physical violence, threatening other students, showing disrespect towards school faculty/staff, and any act which may harm or place other students in an unsafe and dangerous situation.



A student who continually violates school rules will be withheld from school-sponsored activities such as field trips, after-school activities, and Sports Day. The principal reserves the right to make the final decision on these matters. While a student attends an in-school suspension or is suspended from school, he/she will not be allowed to take part in any school-sponsored activities.

If bullying is suspected or reported, the incident will be dealt with immediately by a teacher or member of the administration. The consequence will depend on the nature and severity of the incident.

ASK Uniform

In an effort to maintain an academic, cohesive environment, the *American School of Kuwait* has adopted a student dress uniform. Students at ASK will wear the official ASK polo shirt, which is available for purchase at the ASK Store. Navy blue pants, blue jeans, or skirts must be worn by all students.

Bottoms

Navy blue pants, shorts, skirts that are at or below the knees and blue jeans (jeans should not be ripped or faded). Sweatpants, jeggings and leggings are not acceptable attire for our students.

Tops

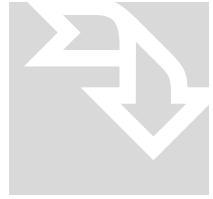
Elementary School students will wear the official **light blue** ASK polo shirt. This must be purchased from the uniform shop.

Hoodies & Jackets

All hoodies and jackets must be navy blue, preferably without any logos. If logos are present they must be smaller than the size of a child's palm.

Shoes

Students are not permitted to wear beach-style flip-flops or plastic slipper shoes (i.e. crocs). Students must wear running shoes in PE classes.



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