

Middle School Handbook 2017 - 2018



Practice Compassion - Make a Difference - Learn for Life

From the Superintendent

Dear Families and Middle School Students of ASK,

Having been a counselor in the Middle School here I know the importance of the education for students that are truly in the middle. Students are beginning the transition to adulthood and the Middle School has created a program that helps make that transition a positive one.

Students have to learn to keep track of their school books on their own. There is a higher expectation in their ability to act responsibly. They have more independent opportunities to interact with other students during break and lunch. Their education here will give them the firm foundation needed to be a successful high school student.

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 interaction 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 Chairman/CEO, your Principal, Ms. Nancy Abdul Ghafoor and Assistant Principal, Mr. Tim Allen in welcoming you to the American School of Kuwait. Each student is an important part of the school and its long tradition. Welcome!

Sincerely,

Mrs. Rebecca Ness

Rebecca Ness
Superintendent
American School of Kuwait

From Ms. Abdul Ghafoor and Mr. Allen

Dear Students, Families, and ASK Community,

On behalf of the entire Middle School Staff, we would like to welcome you to the 2017-18 school year. As a team, we work together to do our utmost to help our students achieve their personal best. Our goal is to ensure that every student under our care receives the highest quality education possible that addresses the academic, social, emotional and physical needs of a Middle School student.

The three years that students spend in Middle School are challenging, stimulating and full of enriching experiences. Students in this age group are vibrant, positive, and energizing. They seek to establish their individualism; yet they still require guidance and mentoring on their journey to adulthood. At ASK, we have well-trained, compassionate, creative teachers who are dedicated to providing a strong academic challenge, while at the same time developing compassionate citizens and leaders for the future.

In reviewing the ASK Middle School Handbook, you realize the structure in place at ASK that makes it an outstanding place for students to learn and grow as individuals. The handbook contains procedures aimed at making the Middle School a safe, friendly, and enriching place for young students. While we attempt to make the handbook as comprehensive as possible, situations may arise that will call for future changes. To stay informed with school activities and events we also have the Middle School Blog and teacher Moodle sites that can be accessed at <http://www.ask.edu.kw>

ASK provides a wealth of opportunities for students to succeed in the classroom and in extra-curricular activities; we hope you take full advantage of the world-class learning environment at our school. We greatly appreciate the continued support of the ASK community as we strive to sustain and enhance the education program which is designed to nurture relationships, build character, develop leadership skills, and promote academic excellence.

Sincerely,

Nancy Abdul Ghafoor
Middle School Principal
aghafoorn@ask.edu.kw

Tim Allen
Assistant Principal
allent@ask.edu.kw

From Ms. Salame

Dear Parents,

Welcome to a new and exciting school year! I feel lucky to have been a part of ASK community as a student, parent, teacher and the Middle School Counselor. I have a background in psychology, special education and guidance and counseling. Mostly, I am looking forward to working with your child through the fun, yet sometimes challenging middle school years.

My primary responsibility is to help students achieve their social, emotional and academic goals. I also aim at providing your child with a safe and supportive environment in order to achieve his or her goals and reach full potential. I will be available to meet with students individually or in small groups to help them meet their needs. Moreover, I plan to conduct small workshops with students to address topics such as study skills, conflict resolution, test anxiety as well as peer relations.

I believe in each student's intrinsic worth and I am committed to being an advocate for your and your child. Please feel free to reach out at any time throughout the year with questions or concerns.

Sincerely,

Mayya Salame
Middle School Guidance Counselor
salamem@ask.edu.kw

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

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<mailto:ask@ask.edu.kw>

Accredited by the Middle States Association of Colleges and Institutions since 1971

ASK Middle School

Chairman/CEO

Mr. Wael Abdul Ghafoor

School Administration

Superintendent
Superintendent of Curriculum
Administrative Manager

Mrs. Rebecca Ness
Dr. Scott Dennison
Mr. Fawzi Hassan

Middle School Administration

Principal
Assistant Principal
Counselor
Middle School Secretary
Middle School Registrar

Ms. Nancy Abdul Ghafoor
Mr. Tim Allen
Ms. Mayya Salame
Mrs. Manal El Masri
Miss Rana Salama

School Directors

Activities
KG-12 Technology

Mr. Phillip Parkinson
Mr. Abhay Dhanak

Teachers

Core Area

Subject	Subject Leaders and Teachers
Science	Mr. Lipperer, Mrs. Hussein, Mr. Johnson, Mrs. Parkinson,
Math	Ms. Myers, Ms. Rosenbalm, Mr. Quinn, Mrs. Hussein, Mr. Zenk
Social Studies	Mrs. Crace, Mr. Lampard, Mr. Dunn, Dr. Griggs
Language Arts	Mrs. Fowler, Mr. Lampard, Ms. Han, Mrs. Dunn, Ms. Baines, Mrs. Tyoan
Arabic and AFL	Mr. Hamdy, Ms. Abou Nasser, Ms. Assaf, Mr. AlSoumi,

Specialists

Subject	Teacher	Subject	Teacher
Resource	Mr. Ness	Art	Ms. Sievert
Resource	Ms. Dziadkowiec	Band	Ms. Bell
PE/Health	Mr. Lagios, Ms. Stoilova, Mr. Eusebio, Ms. Hristova	French/Spanish	Ms. Berryer
Library	Mr. Roberts	Choir	Mr. Grove
Technology	Mrs. Koteich Mr. Bukhari	Religion	Mrs. Samara Ms. Kanfoush, Ms. Oudi
Drama	Mr. Watters		

ASK's Core Values

We Believe:

- A partnership among families, teachers, and students is essential for successful learning.
- Successful students require a safe, supportive, and rigorous learning environment.
- Education encompasses the development of the whole individual: academic, aesthetic, creative, social, physical, and emotional.
- Learning empowers the individual and expands options throughout life.
- Students' active engagement in their own learning is a key to their ongoing success.
- The diversity of our school community is one of our greatest assets.
- An enriching school experience encourages independent thinking, fosters self-esteem, and builds self-confidence.
- Innovative technologies and methodologies support problem-based learning.
- Every individual has inherent worth.

Profile of Graduates

Our graduates will...

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

Student Code of Conduct

Members of the ASK community conduct themselves according to a code:

- I will live by its mission: to practice compassion, learn for life, make a difference
- I will apply these principles to all 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.

Student Learning and Assessment

Assessment

The main purpose of assessment is to improve student learning. As well, assessment guides instruction and communicates information about achievement to students, teachers, and parents. All Middle School core subjects will assess students in two categories:

- 30% Formative Assessment for Learning
- 70% Summative Assessment of Learning

Formative assessment, or assessment *for* learning, provides students with feedback to help improve learning. Formative assessment includes diagnostic assessment, homework, quizzes, small projects, and participation. Teachers use a variety of strategies to assess students in the formative stages of learning. Students are given opportunities to demonstrate what they know and are able to do and determine what they need to do next to improve. Formative assessments are intended to prepare students to do well on summative assessments.

Summative assessments, or assessments *of* learning are given periodically to summarize learning up to a certain point in the unit. Summative assessments include tests, projects, performance tasks, presentations, and/or major pieces of writing. There will be a minimum of six summative assessments in each semester.

Major Summative Assignments (*work conducted to evaluate skills; e.g. unit tests, projects, writing assignments*)

- It is expected that students will hand in all assignments on the due date or make prior arrangements with the teacher.
- In order to gain credit for a course all major assignments, unit tests, and a semester exam must be completed to the extent that teachers can assess the learning that has taken place, as measured against the subject standards.
- Students are expected to complete all summative assignments on time and in class. Students have a reasonable amount of time to make up any missing summative assignment due to an excused absence.
- Students will receive an “F” if assignments are not completed by the end of the grading period.

Middle School Semester Exams

In January and June, students will write semester examinations in Language Arts, Social Studies, Science, Math, Arabic, and Religion. The exams will be scheduled for 90 minutes and there will be two exams scheduled on each exam day. Each exam will cover the material for one semester.

The first exam will start at 7:30 and end at 9:00. The second exam will start at 9:30 and end at 11:00. At the end of the second exam, students are expected to leave the campus and return home to study for their next exams.

- **6th grade** - Semester exams are worth 15% of the semester grade.*
 - **7th grade** - Semester exams are worth 20% of the semester grade.*
 - **8th grade** - Semester exams are worth 20% of the semester grade.*
- *Arabic and Religion exams worth 20% for all grade levels.*

Communication

Communication between home and school is an important part of a student's success. Information is made available regularly to parents and students. The primary methods of communication are:

Moodle is an educational resource that connects students and parents to the plans, resources and work of their teachers and other classmates. Moodle is available through the school website.

The Middle School Blog which provides updated information on report card dates, upcoming activities and events, and general information about the Middle School.

Google Apps. For Education are available to Middle School students to help them with their school work and to keep organized. The Google Drive allows students to create a document and then collaborate on this document with their peers. The Google Calendar feature is available for students to keep them organized on upcoming assignment due dates and assessments. Each student also has their own school issued Gmail account, which allows them to communicate with their peers, teachers, and the school administration.

Newsletter sent to parents every month via email with Middle School news, updates and the rotation calendar. Teachers from different grade levels and courses will share and highlight what goes on in the classroom.

In cases involving individual student concerns or praises, teachers and the office staff will contact parents via **phone or email**. Therefore, it is important that we always have a current phone number and email address on file.

When a parent has a concern about their child's learning or behavior in a certain class, the individual teacher should be contacted first. Our teachers want your child to be successful and are interested in your concerns. As teacher's work begins when the kids arrive in the morning, it is strongly advised to make an appointment through the Middle School Secretary.

Homework

At the American School of Kuwait we believe that homework is an important part of a child's education.

What are the objectives of homework?

1. To improve and increase student understanding of the subject
2. To practice the skills taught in the classroom
3. To preview upcoming material that will be discussed in class
4. To reinforce the content taught in the classroom
5. To develop learning habits and time management skills
6. To inform parents of what is going on in the classroom

Generally, students will put time and effort into homework when:

1. They perceive the quality and value of the homework to be stimulating.
2. They experience success on other assessments as a result of completing homework.
3. They perceive that parents value the subject.
4. They believe that they will receive higher grades as a result of putting effort into their homework.

How much homework should students be completing on a daily basis?

Some students may work faster or slower than the average student. However, a general guideline for Middle School would be one to two hours of homework per night (15-20 minutes per subject). Even if homework is not assigned, students can be reading and reviewing previously learned material.

Homework and Quiz Procedures (work conducted for skill practice)

Teachers require that homework be completed by the start of the next day's class so that they can review and address any concerns before moving forward. Because homework is used to inform the instruction for that day, late homework will only be accepted at the teacher's discretion.

MAP Testing

Each fall and spring students in the Middle School will take the Measure of Academic Progress (MAP) test for math, reading, and language usage. The MAP results allow teachers to get immediate feedback of their student's areas of strength, as well as areas they need to focus their instruction. Taking the test at the beginning and end of the school year will also allow teachers and students to reflect upon student growth in these areas. More information the MAP test can be found at www.nwea.org/map.

Progress Reports

Progress Reports are sent home with students at the mid-term point (usually 4 1/2 weeks after the start of a new grading period). These Progress Reports are used by teachers to inform parents of student performance and attitude. Parents are invited to make appointments with teachers to discuss their concerns. Students will receive a rating of:

- Excellent – Grade is in the A range
- Very Good – Grade is in the B range
- Good – Grade is in the C range
- Experiencing Difficulty – Grade is in the D range
- Student is currently failing

Two paper copies of every Progress Report are sent home. They are never photocopies. One copy is to be signed by the parent to indicate that it has been received by that parent and returned by the student to the Homeroom (period A) teacher no later than three days after it has been sent home.

This report is intended to provide a guide to students and parents regarding the student's progress at that time. Teachers may, at their discretion, send a Detailed Progress Report (DPR) home at any time.

If the student has outstanding fines due, or if there is an unpaid Business Office bill, no reports will be sent home until they have been satisfied. If a student has not brought a report card or progress report home at the announced time (see school calendar), it is the parent's responsibility to notify the school.

Report Cards

Formal grades are reported to parents four times during the school year at the end of each quarter and a progress report of a more general nature is sent home at the middle of each quarter. Two paper copies of every report card are sent home. They are never photocopies. One copy is to be signed by the parent to indicate that it has been received by that parent and returned by the student to the Homeroom teacher no later than three days after it has been sent home. If the student has outstanding fines due, or if there is an unpaid Business Office bill, no reports will be sent home until they have been satisfied. If a student has not brought a report card or progress report home at the announced time (see school calendar), it is the parent's responsibility to notify the school.

Student Files

A cumulative file for each student is maintained in the Middle School Office. These files include transcripts of credit, copies of report cards, health files, letters of recommendation or discipline, and report scores for the MAP test.

Academic Procedures

Grading Procedures

Grades are earned by students and reflect not only their abilities to achieve the set standards or performance indicators in each course, but their diligence and integrity in pursuing their education. ASK teachers use fair assessment practices while maintaining high standards. We recommend parents help students monitor their achievement in school. Individual teachers also communicate through phone calls, email, written reports, or returned assessments. When there is a significant change in a student's grade or missing assignments, teachers are expected to communicate this directly to parents.

Letter Grades Used at ASK

A Excellent comprehension and application of all material. Scholarship exceeds teacher expectations.

B Above average comprehension and application of most material. Scholarship is accurate and complete.

C Average comprehension and application of all material or above average in some areas and below average in others. Work in general is of medium quality. Scholarship may be strong in one area and weak in another.

D Comprehension and application of most material barely meets minimum teacher expectations. Work in general is of less than medium quality. Scholarship is weak in most areas. Assignments may be missing.

F Failure to comprehend or apply most of the material presented. Scholarship is weak in all areas. Work in general does not meet the minimum requirements of the teacher. Assignments may be missing.

I A temporary grade indicating that work to be evaluated has not been completed by the student. If required work is not completed within a reasonable period of time, this grade becomes an F.

Grade Point Average Chart

POINT RANGE	GRADE	GPA
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
59 - BELOW	F	0.0

Middle School Academic Probation Procedures

1. A student will be placed on Academic Probation for any of the following:

- Two or more F's in core subjects at the end of a quarter or semester
- A normative score on the MAP test that is more than one full grade below the current grade level.

2. When a student is found in academic difficulty, a Student Action Plan meeting involving the parent, student, core teachers, and counselor/principal will be scheduled.

While we recognize that flexibility and understanding are a necessary part of Middle School philosophy, we also know the importance of maintaining high academic standards so students are prepared to meet future challenges.

Student Behavioral Expectations

School Behavioral Standards

The Middle School has high expectations for students both academically and with regard to their personal conduct within our school and while participating in school sponsored activities. Providing students with a productive and safe learning environment is paramount to ensuring all students are able to achieve to their highest capabilities.

Responsive School Discipline

The Responsive School Discipline approach is a way of creating a school climate that enables optimal academic and social growth in students. Just as teachers use the discipline practices of the Responsive Classroom approach to support children's positive behavior and productive learning in their classrooms, school leaders use the Responsive School Discipline approach to ensure that positive behavior and productive learning take place throughout the school.

Teacher Discipline Plan

1. Warning
2. Teacher-Student Conference
3. Adjustment
4. Detention
5. Parent Contact
6. Parent Conference

<i>Infraction</i>	<i>Description of the Infraction</i>	<i>Consequence</i>
Academic Dishonesty	Cheating on any school assignments or plagiarizing the work of others (see page 19).	<p><i>1st Time</i> Administrative Referral Formative assignment grade of "F" Summative assignment grade can be made up to "85%"</p> <p><i>2nd Time</i> Administrative Referral 1 day in-school suspension Summative assignment grade can be made up to "85%"</p> <p><i>3rd Time</i> Administrative Referral 2 days in-school suspension Summative assignment grade can be made up to "65%"</p>
Acceptable Use Policy Major Violation	Using mobile devices in an inappropriate manner as outlined by the ASK Computer and Technology Acceptable Use Policy (see page 20).	<p><i>1st Time</i> Administrative referral Parent meeting required</p> <p><i>2nd Time</i> Administrative referral Electronic device privileges suspended</p> <p><i>3rd Time</i> Administrative referral 1 day in-school suspension</p> <p><i>4th Time</i> Administrative referral 2 days in-school suspension</p> <p><i>5th Time</i> Administrative referral 1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
Bullying	Repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. Bullying can be physical, verbal, relational, or cyber-based (see page 18).	<p><i>1st Time</i> Counselor referral</p> <p><i>2nd Time</i> Administrative referral 1 day in-school suspension</p> <p><i>3rd Time</i> Administrative referral 2 days in-school suspension</p> <p><i>4th Time</i> Administrative referral 1 day out of school suspension</p> <p><i>5th Time</i> Administrative referral 2 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
Defiance	Disregarding or ignoring a reasonable request from a staff member at the	<p><i>1st Time</i> Counselor referral</p>

	school.	<p>2nd Time Administrative referral</p> <p>Contact home</p> <p>3rd Time Administrative referral 1 day in-school suspension</p> <p>4th Time Administrative referral 2 days in-school suspension</p> <p>5th Time Administrative referral 1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
Disrespect	Showing a lack of respect or consideration for someone's self, beliefs, possessions, privacy, space, property and/or authority.	<p>1st Time Counselor referral</p> <p>2nd Time Administrative referral</p> <p>Contact home</p> <p>3rd Time Administrative referral 1 day in-school suspension</p> <p>4th Time Administrative referral 2 days in-school suspension</p> <p>5th Time Administrative referral 1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
Disruptive Actions	Behavior or action that disrupts classroom learning or the orderly operations of the school.	<p>1st Time Counselor referral</p> <p>2nd Time Administrative referral</p> <p>Contact home</p> <p>3rd Time Administrative referral 1 day in-school suspension</p> <p>4th Time Administrative referral 2 days in-school suspension</p> <p>5th Time Administrative referral 1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>

<p>Electronic Device Misuse</p>	<p>Using an electronic device in class or in the school at a time not designated by the teacher or listed in the Acceptable Use Policy (see p. 20).</p>	<p>1st Time Administrative referral Electronic device is confiscated until the end of the day</p> <p>2nd Time Administrative referral Electronic device is confiscated until the end of the day</p> <p>Electronic device privileges suspended</p> <p>3rd Time Administrative referral Electronic device is confiscated until the end of the day Electronic device privileges suspended 1 day in-school suspension</p> <p>4th Time Administrative referral Electronic device is confiscated until the end of the day Electronic device privileges suspended 2 days in-school suspension</p> <p>5th Time Administrative referral Electronic device is confiscated until the end of the day Electronic device privileges suspended 1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
<p>Fighting</p>	<p>Any aggressive physical exchange or altercation between two or more students. All participants, regardless of who initiates the fight, will be punished.</p>	<p>1st Time Administrative referral 1 day in-school suspension</p> <p>2nd Time Administrative referral 2 days in-school suspension</p> <p>3rd Time Administrative referral 1 day out of school suspension</p> <p>4th Time Administrative referral 2 days in-school suspension</p> <p>5th Time Administrative referral 1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
<p>Forgery</p>	<p>Falsely or fraudulently making or altering school-related documents or instruments of any kind (i.e. report card, hall pass, a parent note to school...)</p>	<p>1st Time Administrative referral 1 day in-school suspension</p> <p>2nd Time Administrative referral</p>

		<p>2 day in-school suspension</p> <p>3rd Time</p> <p>Administrative referral</p> <p>1 day out of school suspension</p> <p>4th Time</p> <p>Administrative referral</p> <p>2 days in-school suspension</p> <p>5th Time</p> <p>Administrative referral</p> <p>1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
Horseplay	<p>Actions that are non-threatening, do not cause harm or injury, but are still considered inappropriate and/or unsafe.</p>	<p>1st Time</p> <p>Administrative referral</p> <p>Contact home</p> <p>2nd Time</p> <p>Administrative referral</p> <p>1 day in-school suspension</p> <p>3rd Time</p> <p>Administrative referral</p> <p>2 day in-school suspension</p> <p>4th Time</p> <p>Administrative referral</p> <p>1 day out of school suspension</p> <p>5th Time</p> <p>Administrative referral</p> <p>2 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
Missed Detentions	<p>Student does not attend a scheduled detention.</p>	<p>1st Time</p> <p>Detention doubles</p> <p>2nd Time</p> <p>Administrative referral</p> <p>Contact home</p> <p>3rd Time</p> <p>Administrative referral</p> <p>1 day in-school suspension</p> <p>4th Time</p> <p>Administrative referral</p> <p>2 days in-school suspension</p> <p>5th Time</p> <p>Administrative referral</p> <p>1 day out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
Obscenity	<p>Use of obscene or vulgar language by students, in</p>	<p>1st Time</p> <p>Counselor referral</p>

	<p>verbal or written form, or in gesture or in pictures or caricatures in or on school property.</p>	<p>2nd Time Administrative referral Contact home</p> <p>3rd Time Administrative referral 1 day in-school suspension</p> <p>4th Time Administrative referral 2 days in-school suspension</p> <p>5th Time Administrative referral 1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
<p>Possessing Inappropriate Items</p>	<p>Items that interfere with learning or are potentially dangerous (i.e. laser pointers, plastic swords...)</p>	<p>1st Time Administrative referral Item is confiscated until the end of the day</p> <p>2nd Time Administrative referral Item is confiscated until the end of the day 1 day in-school suspension</p> <p>3rd Time Administrative referral Item is confiscated until the end of the day 2 days in-school suspension</p> <p>4th Time Administrative referral 1 day out of school suspension</p> <p>5th Time Administrative referral 2 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
<p>Speaking a Language Other than English in Class</p>	<p>Students must use English in all English-speaking classes to develop needed skills.</p>	<p>1st Time Counselor referral</p> <p>2nd Time Administrative referral Contact home</p> <p>3rd Time Administrative referral 1 day in-school suspension</p> <p>4th Time Administrative referral 2 days in-school suspension</p> <p>5th Time Administrative referral 1-3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>

<p>Tobacco Products</p>	<p>Students in possession of tobacco products including electronic cigarettes.</p>	<p>1st Time Administrative referral 1 day in-school suspension</p> <p>2nd Time Administrative referral 2 days in-school suspension</p> <p>3rd Time Administrative referral 1 day out of school suspension</p> <p>4th Time Administrative referral 2 days out of school suspension</p> <p>5th Time Administrative referral 3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
<p>Truancy</p>	<p>The act of unauthorized absence from school or class for any period of time.</p>	<p>1st Time Administrative referral 1 day in-school suspension</p> <p>2nd Time Administrative referral 2 day in-school suspension</p> <p>3rd Time Administrative referral 1 day out of school suspension</p> <p>4th Time Administrative referral 2 days out of school suspension</p> <p>5th Time Administrative referral 3 days out of school suspension</p> <p>Warning Letter</p> <p>Contract</p>
<p>Unexcused Tardy</p>	<p>Students who arrive late for class without a pass or note signed by a teacher.</p>	<p>1st Time Administrative referral Contact home</p> <p>2nd Time Administrative referral 1 day in-school suspension</p> <p>3rd Time Administrative referral 2 day in-school suspension</p> <p>4th Time Administrative referral 1 day out of school suspension</p> <p>5th Time Administrative referral 2 days out of school suspension</p>

		<p style="text-align: center;">Warning Letter</p> <p style="text-align: center;">Contract</p>
<p>Uniform Violations</p>	<p>Students not wearing the designated school uniform or dressing inappropriately during “free dress” or special dress events.</p>	<p style="text-align: center;">1st Time Administrative referral Student calls home for uniform to be sent Student returns to class</p> <p style="text-align: center;">2nd Time Administrative referral Student calls home for uniform to be sent Student waits in the office until uniform arrives</p> <p style="text-align: center;">3rd Time Administrative referral Student calls home for uniform to be sent Student waits in the office until uniform arrives Warning Letter goes home</p> <p style="text-align: center;">4th Time Administrative referral Student calls home for uniform to be sent Student waits in the office until uniform arrives Contract goes home</p> <p style="text-align: center;">5th Time Administrative referral Student calls home for uniform to be sent Student waits in the office until uniform arrives Contract 2 goes home</p> <p style="text-align: center;">Warning Letter</p> <p style="text-align: center;">Contract</p>
<p>Weapon Possession</p>	<p>Students having on their person, clothing, locker, bag, or other personal effects any object that is deemed a weapon by school administration (i.e. knives, bats, swords...).</p>	<p style="text-align: center;">1st Time Administrative referral 1 day out of school suspension</p> <p style="text-align: center;">2nd Time Contract</p> <p style="text-align: center;">3rd Time Administrative referral 2 days out of school suspension</p> <p style="text-align: center;">4th Time 2nd Contract</p> <p style="text-align: center;">5th Time Administrative referral 3 days out of school suspension</p> <p style="text-align: center;">Warning Letter</p> <p style="text-align: center;">Contract</p>

**Administrative Referral* means that the Middle School Principal or Assistant Principal will become directly involved due to the continuation of the behavioral infractions despite the efforts of the teacher. Depending on the severity and consistency of the behavioral infraction the administrator may request a conference with the student's parents, assign detentions, develop a student behavior contract, and/or suspend a student. Parent will be directly informed if a student is given a detention, suspension, or Administrative Referral. Most discipline problems brought to the school administration will be noted in the student's file. Please note, the ASK Chairman/CEO reserves the right to impose additional consequences to those listed above (i.e. expulsion) depending upon the circumstances. All decisions will be in accordance with the Ministry of Education.

Academic Honesty

Academic honesty is the moral cornerstone of ASK's academic life. Each student is responsible for submitting his or her own work and giving credit to others where it is due. Commitment to academic honesty is an outgrowth of three virtues that are articulated in our Code of Conduct: to make a difference, practice compassion, and learn for life. Academic dishonesty in all its guises violates each of these precepts.

Academic Dishonesty

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own. It is any form of cheating that uses deceit to misrepresent what an individual actually knows or is able to do in order to complete an assignment or test. The appearance of cheating is treated as cheating. Forms of academic dishonesty may include, but are not limited to, the following:

- Copying information from another person's assignment, test, or quiz;
- Allowing a student to copy from one's assignment, test, or quiz;
- Communicating with another student during a test or quiz;
- Receiving information about an assignment, test, or quiz that has not been released by the teacher;
- Using unauthorized notes including, but not limited to, invisible ink, cheat sheets, writing on one's hand or arm;
- Using unauthorized devices including, but not limited to, mobile phones, iPads/tablets, smart watches, and cameras;
- Removing examinations or parts of examinations without the knowledge or consent of the teacher.
- Stealing or accepting stolen copies of tests and/or answer keys;
- Submitting falsified information for grading purposes;
- Changing answers when self-correcting work;
- Calling in sick or otherwise avoiding a deadline, test, or quiz date;
- Plagiarism
- Altering a teacher's grade book
- Using professional help such as an author, expert, tutor, or purchased service in violation of guidelines established by the teacher;
- Submitting a paper or project which is not the student's own work;
- Any other violation intended to obtain credit for work which is not one's own.

PLAGIARISM

Plagiarism is the act of taking and using as one's work another's published or unpublished thoughts, ideas, and/or writing. This definition includes computer programs, drawings, artwork, music, and other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but not be limited to, the following:

- Failing to cite with quotation marks the written words or symbols of another;
- Failing to cite the author and sources of material used in a composition;
- Failing to cite research materials in a bibliography or works cited;
- Failing to name a person quoted in an oral report or presentation;
- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, and other projects;
- Copying or paraphrasing ideas from research, literary criticism, or study aids without documentation.

It is the responsibility of students and staff members to help maintain scholastic integrity at ASK by refusing to participate in or tolerate academic dishonesty. It is the expectation that students will understand and subscribe to academic integrity and that they shall be willing to bear individual responsibility for their work.

Attendance

The satisfactory completion of a year's academic work requires regular attendance to all classes. It is expected, except in the event of illness or emergency, that a student will attend all classes each school day.

If a student is absent, it is the student's responsibility to contact all teachers and make arrangements to complete work missed. Students may not enter campus nor attend after-school activities or programs if they have been absent that day.

Parents are requested not to schedule vacations or trips for a student that extend into school time or remove students early for the summer. When such decisions are unavoidable, parents must notify the school in writing prior to the absence so that arrangements can be made.

Arriving to School Late or Leaving School Early

Tardy Students

Students are to be seated in the proper classroom and prepared to receive instruction when class starts each period. When a student is late for class because of business with a teacher or the school office, the student must bring with him/her a note from that teacher or the office

explaining the late arrival. Tardiness to class results in missing valuable learning time and interrupts the learning of others.

Students who arrive at the school gate later than 7:15 may not enter campus unless accompanied by a parent or guardian. Tardy student must be signed in by parent/guardian at the Middle School office.

Students Leaving During the School Day

If a student has to leave school prior to the end of the day, a parent must check him/her out through the Middle School Office. If the student is returning to school, the parent must check him/her back in through the Middle School Office. Unless it is an emergency such as a student requiring medical attention, the student will not be released from school without being accompanied by a parent or guardian.

Bullying

Bullying can be defined as 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 three 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.

Bullying can be classified into three categories: physical, verbal and relational.

- **Physical bullying** involves hurting the body of another person or damaging property.
- **Verbal bullying** involves using words to hurt the feelings of others through taunts, name-calling, humiliating, and racist remarks.
- **Relational bullying** involves isolating, rejecting, excluding and blackmailing others through direct contact or using technology.
- **Cyber bullying** is a form of relational bullying that utilizes technology such as e-mail, blogs, texting, social networking sites and chat sites.

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.

Dress Code

Students at ASK will wear the official ASK uniform. The uniform is available for purchase at the ASK Store. The uniform includes a standard pair of navy pants/dark blue jeans for students in all schools and a school-specific polo shirt in different colors to help identify students with ease.

Bottoms

A pair of navy trousers or dark blue jeans for boys and girls are to be worn by all students at ASK. Jeans should not be faded or ripped. Please keep in mind that leggings and jogging/sweat pants are not acceptable uniform pants. All pants must have pockets. Pants without pockets will fall under the category of leggings.

To the knee length, navy blue skirts are also acceptable for girls if they prefer.

Tops

Middle School students will wear the official grey ASK polo shirt. No other tops may be worn except the ASK polo shirts. ASK sports and club shirts can only be worn on Thursdays.

Jackets/Sweaters

In the winter months students can wear the grey ASK hoodie or a solid grey sweater. Outerwear such as vests or jackets must be navy blue, black or grey.

PE

Students in Middle School will wear the official ASK PE Kit which will feature a set of navy shorts and a white t-shirt. Students must also wear running shoes in PE classes. T-shirts and shorts are to be worn for PE only.

Shoes

Students are not permitted to wear beach-style flip flops or slipper shoes.

Hats and Caps

Students are not allowed to wear caps or hats on campus.

The last Thursday of every month will be a free dress day for all the students of the Middle School. Some of these Thursdays will be accompanied by a spirit challenge where students will be asked to wear a certain color or outfit.

Here are the guidelines for appropriate free day attire:

- No shorts
- No hats
- Appropriate T-shirts (i.e. no inappropriate language or negative connotations)
- No sleeveless shirts, shoulders must be covered
- Girls may wear a dress or skirt but the hem must be at least to their knee
- All pants or jeans must have no tears above the knee and appropriately fitting

English Language

The language of the school is English. Except for Foreign Language and Religion classes, English is the language of instruction. Speaking in English will promote and improve fluency. Since it is the language common to all, it is common courtesy to speak in English when in a diverse group, even outside the classroom.

Middle School Etiquette

It is expected that all students will treat all members of the ASK community with dignity and respect.

Middle School Office

When entering the Middle School Office, students are to state their business to the Middle School Secretary or wait quietly in line until they may do so. Students are not to enter other rooms in the Middle School Office without prior permission from the Middle School Secretary, the Assistant Principal, or the Principal. Student must ask the secretary for any materials in the office.

Performances and Audience Etiquette

Band, choir, drama and other performances throughout the year give our students a chance to showcase their talents as well as be exposed to different facets of the arts. Whether performing, or as part of the audience, students are to behave appropriately.

Appropriate attire and behavior for performers will be addressed by the teacher or advisor. Audience members are to arrive on time, be seated quickly, listen and watch attentively, and applaud appropriately.

During after-school productions, mobile phones should be turned off or switched to silent. They should not be answered during the performance. Leaving to get a drink, use the facilities, or use a mobile phone should be done during intermission.

Mobile Phone and Social Media Policy

Students are not permitted to use mobile phones between 7:15-2:00, this includes passing periods and lunch break. Students are advised to keep mobiles at home. However, if a student does bring a mobile to school it must be stored away in their locker or kept in their book bag.

The school cannot be responsible for any social media accounts or behavior. Please refer to pages 22 and 23 for further details regarding digital citizenship.

MS Office Telephone Etiquette

School telephones are for school business. In cases of an emergency, (a situation that the student could not have foreseen or planned for), a student may obtain the permission of an office faculty member to use one of the telephones in the school office.

After School

Students are to return home directly after school. They should be off campus by 2:15 pm unless they are under direct supervision of a faculty member. Students who are participating in a supervised after-school activity must be with the supervising teacher by 2:15 pm and remain with the supervisor until the activity is over. Students are then to directly exit the campus. Students are not permitted to go the neighboring baqalas before or after school.

Computers and Technology Acceptable Use Policy

The ASK Computer and Technology Acceptable Use Policy is a school-wide policy that outlines student use of computers and other technology at school.

Our Vision of Digital Citizenship

We value innovation and creativity. As 21st century learners, we:

Make a Difference: Participate actively and respectfully in online communities for the purpose of learning and growing. We use our technology to create and spread new ideas, and to avoid simply consuming what others have made.

Practice Compassion: Respect the original ideas of others by following their desires about how we use their work, and value the privacy of ourselves and others.

Learn For Life: Are resourceful enough to use technology to find answers, solve problems, and envision the possibilities that tomorrow may bring.

Achieve Balance: Use technologies to enhance learning and communication while still keeping fluency in offline environments.

Use of Portable Electronic Devices

As digital citizens, we...

- Respect that tablets or computers will only be used during class time with the direct permission of the teacher.
- Acknowledge that portable electronic devices use should supplement and enhance the learning and social experience.
- Understand that portable electronic devices may be used during break, lunch and passing time.
- Recognize that ASK is not liable for damage or loss to personal electronic devices that may occur on campus.
- Adhere to the following expectations:
 - Ringtones must be turned to silent or vibrate during the school day.
 - Refrain from any texting, e-mailing, or gaming in class.
 - Mobile phone use is not permitted between 7:15-2:00.
 - As determined by the teacher, turn in or turn off electronic devices during assessments.
 - Ask permission before taking a photo, video or audio recording of any student or staff member; respect the subject's desires if the answer is no.
 - Refrain from sharing or publishing any photo, video or audio recording online without the subject's direct permission.

- Ensure that portable electronic devices required for class are charged and in working order prior to the class period.

Using technology on campus is a privilege. If at any time a staff member deems that mobile phone, tablet or computer use has become disruptive of the classroom or campus environment, the student will be required to hand over the device to the staff member and the student will meet with an administrator.

Use of the Internet

As digital citizens, we...

- Respect the norms and values of our host culture when browsing websites and sharing links and files.
- Participate constructively and respectfully in online communities by:
 - Refraining from making vulgar, profane, obscene, sexist, harassing, or abusive comments online.
 - Adopting transparent and honest online identities.
 - Being careful when putting our thoughts into words and consider how our audience will interpret the tone, word choice, and intent of our writing.
 - Abiding by ASK's Behavior Guidelines & Expectations.
- Recognize and cite the intellectual property rights of others, especially when referencing images, videos, articles, and other media.
- Minimize personal use of bandwidth-intensive Internet resources, such as streaming audio, video, or gaming websites.

The American School of Kuwait is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the school's IT resources when you are on or off site, but retains the right to do so if the school deems it necessary.

Use of School Resources

As digital citizens, we...

- Use the school provided labs, printers, accounts, and internet connection solely for academic purposes.
- Do not alter or damage facilities, hardware, software, system files, websites, or operating system software in any way that would prevent or interfere with the intended use of the computer system by others. This includes the willful distribution of a computer virus or other malware, and attempting to fraudulently gain unauthorized access to privileges, accounts, data, software, computers, or networks.
- Store our school-related files in our school provided Google Drive.
- Maintain our school-provided Google account such that it is always operational for school purposes. Maintenance includes knowing your login details, and ensuring that Drive space is available.
- Protect our passwords for personal and school resources by not giving them out to others, even our friends.
- Print only what we need, and use scrap paper or print double-sided to conserve our resources.

If at any time a staff member deems that a student has used school resources inappropriately, the student's access to the resource will be revoked and the student will meet with an administrator.

Bring Your Own Device (B.Y.O.D.)

Students might need to bring their laptop every day. Teachers will give instructions as to when students will need the device and for what academic purpose.

Specifications:

- Intel Processor I3 or above or equivalent
- Memory: Minimum 4GB Ram
- Hard disk: 50GB Free space
- Monitor: 11' screen minimum
- Sound enabled
- Wireless card enabled
- USB port highly recommended
- Battery Life – 6 hours minimum highly recommended

Student Recognition

Administration Award

Throughout the year, the MS Administrative Team will be setting goals for the student body. Students, who exemplify respect for classmates and teachers, act as positive role models for peers, participate in extracurricular activities and/or demonstrate a number of other positive behaviors that align themselves with our school's values will be considered for the Administration Award each quarter.

Honor Roll

There are two levels of honor roll in the Middle School determined by GPA:

- Honor Roll – Students earning a Grade Point Average (GPA) of 3.3 to 3.69
- High Honor Roll – Students earning a Grade Point Average (GPA) of 3.70 or greater

End of the Year Awards

President's Award for Educational Achievement (Gold and Silver)

These awards are given to Grade 8 students at the end of the year. The American Presidential Office has defined the criteria and every award is stamped with the signature of the President of the United States.

Silver awards are earned by students who have met the following criteria: overcome challenges, shown tremendous academic growth in at least one core subject, contributed extensively to community service or the arts (including music and drama), and consistently demonstrated integrity and good judgment.

Gold awards are earned through academic excellence and a consistent demonstration of integrity, leadership, high motivation, and intellectual depth. The following criteria have been established for the President's Award for Educational Excellence:

- Students must have "high" achievement on the MAP test.
- An accumulated Middle School GPA of 3.5 or above by the end of first semester in their Grade 8 year, inclusive of the Grade 6 and 7 GPAs.
- In addition, a student must receive two recommendations from teachers, one to reflect outstanding academic achievement in a core subject, and a second to address contributions to community service or to the school extra-curricular program.
- The Principal has the final authority to determine which students receive this award.

Subject Awards

At the end of each school year, a "Most Outstanding" and "Most Improved" award is given for all subject areas and grade levels.

Student Activities

The Middle School conducts a range of activities specifically designed for middle school students. These activities are usually conducted once or twice a week for 6-8 weeks each semester on school days. Faculty members sponsor the activities and the emphasis is on participation, enjoyment and learning new skills. Student extra-curricular activities and schedule will be run through the Director of Sports and Activities.

Examples of activities previously offered include:

Basketball (Boys and Girls)	Swimming
Soccer (Boys and Girls)	Art Club
Chess	Book Club
Gaming	Fitness Club
Badminton	Music Appreciation

National Junior Honor Society (NJHS)

The National Junior Honor Society is an organization charged with the purpose of creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, developing character and encouraging citizenship. Membership is an honor and a responsibility. According to the *NJHS* handbook, "No student has the right to belong to the National Junior Honor Society – it is an honor bestowed by the faculty. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, character and citizenship."

NJHS students have been involved in projects such as assisting at Open House, EMAC events and Winter Song Fest, as well as organizing recycling projects, blanket drives, spirit weeks and rec. nights to raise funds to help with other projects. In general, projects are designed to encourage scholarship and service to the community. Meetings usually take place at lunchtime and occasionally after school.

To be considered for membership, a student must first have a cumulative Grade Point Average of no less than 3.7. Students who meet this criterion are given a deadline to complete and return information forms and an essay. The Faculty Council, appointed by the principal, considers the students' written responses as well as their own knowledge of the student in and outside of class. They use this information to select students for NJHS membership. The Faculty Council may remove a student from NJHS at the end of any quarter where the student clearly no longer meets the criteria for admission. The Faculty Council members will not explain or discuss the decisions regarding any student and all decisions are final.

Questions regarding NJHS membership may be directed to the NJHS Coordinator.

P.A.L.S.

The acronym PALS is a familiar term around Middle School. It stands for Peers and Leaders and is represented by a various mix of volunteer students from 6th through 8th grade who are dedicated to making ASK Middle School a special place to be. Throughout the year, PALS members are involved in numerous activities such as Halloween Haunted House, Thanksgiving

Jeopardy Trivia, birthdays, Santa Photos, Spirit Challenges and Awards at assemblies, Activity Afternoon for the Middle School Play, Exam Survival Kits, Grade 5 orientation and other such events. These committed students sacrifice many lunch hours to brainstorm, plan, and prepare to help make these types of activities become a reality and a success. It is these students who both model and embody the spirit of ASK Middle School and make it a wonderful school for staff and students alike.

Eligibility Policy

Extra-Curricular Activities Eligibility

For the purpose of eligibility, extra-curricular activities are after-school athletics and fine/performing arts that occur more than one day a week. Participants are required to maintain a 2.0 GPA with no failing grades. Eligibility status will be determined each quarter when report cards are issued and will be in effect for the following quarter. Fourth quarter eligibility will affect the first quarter athletics/activities of the following year. Students who are ineligible at the start of a season/activity will remain ineligible throughout the season/activity.

Students who are absent from any of their scheduled classes will not be allowed to take part or participate in that day's co-curricular activities (athletics, music, art, etc.). Exceptions will be made for verified doctor or dental appointments and for other absences where prior approval is obtained through an administrator.

While a student is ineligible, they are not allowed to participate in any tryout, practice, games or activities. Students must also maintain an appropriate behavior record. Excessive absences and/or disciplinary referrals may affect a student's eligibility or opportunity to travel. Prior to missing any school days, participants are responsible for the completion of a Travel Assignment Form issued by the activities office.

Exception: *Eligibility of students preparing to travel/perform or participate in an ISAC tournament/activity hosted by ASK is not affected if the quarter ends three weeks or less before the event.*

Student Eligibility for Extra-Curricular Activities, Major Tournaments and Out-of-Country Travel

- Students suspended from school are not be permitted to participate in ASK co-curriculum school activities, either in Kuwait or abroad.
- Students may not attend after-school activities or programs if they have been absent that day or are required to serve an after school detention during that time.
- Each athletic team member in attendance during the school day must participate in scheduled physical education classes to be eligible for sports practice that day.
- The number of school days a student misses to represent ASK on school trips may be limited. Three trips per year is the usual limit, but consideration is given to such factors as academic standing, citizenship, special talents, and ability to contribute to proposed activities. For academic reasons, students are advised to avoid scheduling trips back-to-back.
- Each traveling team member is responsible for obtaining and submitting the necessary forms, and meeting all deadlines and requirements of the activity director, coach, or sponsor.

Included are:

1. Absence and travel contract

2. Field trip permission form
3. Medical release
4. Rules and guidelines
5. Passport

Each team member is required to attend all classes both the day immediately before and the day immediately after each trip.

During any trip, the American School of Kuwait rules and the rules of the host family and school are in effect and must be followed.

STUDENT SERVICES

Food and Beverage

Food and beverages are available for purchase on campus at lunchtime except during the Holy Month of Ramadan. The Middle School courtyard, corridors, and some classrooms are available for use during the lunch break. Middle School students are not to loiter near any High School classrooms or in the High School courtyard.

Students are responsible for cleaning up their own papers, bags, drink and food containers, leftover food, etc. after eating lunch and before returning to scheduled classes.

No students are to be in classrooms at lunchtime without teacher permission. Students are permitted to purchase items from the vendors only during the school's designated lunchtime, not between or during classes.

Health

School Nurse

A registered nurse is available at school throughout the school day. Matters pertaining to student health must be directed to the school nurse. It is extremely important that every student at ASK return the completed health file and signed medical emergency paper to the School Nurse. Medical documentation should be provided after a major surgery.

Medical documents may be shared with the school administration and teaching staff involved with the student in order to provide the best possible care.

Students must obtain a written permission from their classroom teacher to receive a pass from the Middle School Office before reporting to the nurse. This is true for lunch and passing periods also - the teacher in the up-coming period is to be notified.

All medication that a student should take while at school must be accompanied by a written note from a doctor or parent and given to the nurse to be administered by her. The medication should include the student's name, dates and times to administer and dosage. No medication of any kind is to be self-administered by the student. All medicines needed by a student during school hours must be taken under the direction of the nurse. Students may not carry medicines with them during the school day. Immunizations required by the School Health Department are given by the nurse with permission from the parents.

Illness at School

Students will be sent to the Middle School Office by their teacher to receive a Clinic Pass if they feel ill during class time. The nurse will determine the nature and degree of illness and the course of action to be followed. The nurse will notify a school administrator if a student is to be sent home. When the nurse or the administrator determines that a student is to be sent home for illness, parents will be asked by telephone to come to school to take the student home.

Accidents and Injuries

Injuries that occur at school must be reported to the nurse. Students must not attempt to move anyone who cannot move him/herself, but must get the Nurse, an administrator or teacher to help. Students injured at school should receive first aid from the nurse or other qualified staff members.

Emergency Procedures

Evacuation, Stay in Place, and Safe Haven procedures have been developed in case of emergency. Students are expected to follow these procedures as instructed and as practiced during drills.

Media Services Center

Students may use the school library on school days from 6:45 am to 2:30 pm. The library may be used by individuals or classes for research, study, and book checkout. Books may be checked out for three weeks and may be renewed if another student has not requested them. Students may check out as many as four books. Reference books will not be checked out but are available for use in the reference area of the library. Students are expected to quietly read or study when in the library. No eating or drinking is permitted in the library. Please help to keep the library clean.

Overdue Books - Students are to return books by the due date. Students with overdue books are not eligible to check out library materials or receive Report Cards.

Loss of Books and Other Materials - If a book or other library material is lost, the person to whom it is checked out must pay a minimum fee of 5kd to the Business Office. Costs may be higher depending upon the type of book. Progress Reports and Report Cards may be withheld from any students who have overdue books or unpaid book replacement charges.

Photocopying and Printing - The library photocopier and printing services are available to all at no charge. Please use these services sparingly – paper comes from trees....please think before you print.

Computers - The library has student computers for database research, library book cataloging, word processing, and internet. Students are forbidden from changing any computer setting that has been configured for optimal use.

Resource Learning Center

The Resource Learning Center at ASK Middle School provides an opportunity for students experiencing academic difficulty to benefit from added learning support within a college

preparatory school. The flexible services of the program maintain:

1. Individual and small group instruction in specific core subject areas (reading skills, written expression, mathematics calculations, subject-specific materials provided by the regular classroom teacher).
2. Study skills support and practice (organization, listening, note taking, goal setting).

Students use the skills and abilities gained in the Resource Center to transition back to and continue being successful in the regular classroom. This program is not to be remedial in nature or to serve as a formal special education program. Participation in the Resource Center Program requires parent and school principal permission. The original referral is initiated by a teacher, parent, and/or school counselor. Information is then gathered by teachers, resource teacher, school counselor, and parents in determining placement recommendation. It is also based upon the availability of services at any given point in the school year. Students must evidence a positive attitude and interest in improving academically in order to participate.

General Information

Campus Visitors

All visitors to the campus are required to present their Civil ID at the security gate in exchange for a visitor's pass that is worn around the neck while on the premises. The school does not encourage student visitors from other schools during instructional periods. Student visitors may be at ASK based on the approval of a school administrator and only in special circumstances.

Deliveries to Campus

In order to help maintain security at the gates, no deliveries are permitted during the school day. Students need to bring their supplies and homework with them. Class activities involving food and/or drink must be cleared with the respective principal at least one week prior to the activity. Food deliveries are to be made before school and stored in the classroom hosting the activity. Foods requiring chilling should be stored in one of the refrigerators on campus, and then retrieved at class time.

Lockers

A hall locker is assigned to each student. Students are expected to keep all belongings in their lockers. Items left in hallways and on top of lockers will be removed and disposed of if not claimed. Lockers must be kept locked with a combination lock, and valuable items should not be left inside. The school is not responsible for items left in the PE and hall lockers.

Lost and Found

"Lost and Found" items should be taken to the Middle School Office. Items that have not been claimed will be disposed periodically. Clothing items will be donated to collection agencies for

the less fortunate.

Money and Valuables

Students are advised not to bring money or valuables to school. The school assumes no responsibility for money or possessions lost or stolen on campus. Students should not, as a rule, bring to school objects of significant monetary or sentimental value. All mobile phones, laptops, and other electronic devices should be in the possession of students at all times. The school can assume no responsibility for the loss of such valuables.

Student Supplies (*see supplies list on p.33*)

School supplies, such as paper, pencils, and notebooks, must be provided by individual students as needed and as directed by teachers. The school will provide a list of requirements, but there may be additions as the year proceeds.

Textbooks

The school provides textbooks to students on a loan basis. Students are responsible for returning all school books in reasonable condition 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. Fees will be two times the cost of the text in order to cover all processing and shipping costs. When the fee has been paid to the business office, the student will present the receipt to the teacher in order for a replacement book to be provided. Reports will be held for any student who has an outstanding textbook fee.

Transportation

Transportation of students to and from school is the responsibility of parents. Bus service is available from a private bus company, which has an office on campus. Problems with bus service should be directed to the bus company office located inside Gate 1.

Those who ride the bus will be advised on rules for behavior and are expected to follow those rules.

Daily Schedules

Middle School Timings:

The rotating schedule allows for students to see their teachers four times each week.

Middle School	Day 1	Day 2	Day 3	Day 4
7:15 – 8:10	Class A	Class G	Class E	Class C
8:20 – 9:15	Class B	Class H	Class F	Class D
9:25 – 10:20	Class C	Class A	Class G	Class E
10:20 – 10:50	Lunch			
10:55 – 11:50	Class D	Class B	Class H	Class F
12:00 – 12:55	Class E	Class C	Class A	Class G
1:05 – 2:00	Class F	Class D	Class B	Class H

Middle School Supplies List

Subject	Required Materials
<p>All grades and Subjects:</p> <p><i>We ask that all students have a stocked pencil case with them for each class with the following items</i></p>	<p>Students need a 3 ring binders (1 inch) for every class with 5 dividers and lined paper in the back of each</p> <p>4 sharpened pencils</p> <p>1 large eraser</p> <p>6 pens- 2 blue, 2 black, 2 red</p> <p>1 small glue sticks</p> <p>Scissors (small)</p> <p>Colored pencils</p> <p>1 Hi-lighter</p> <p>Flash drive (2G min)</p> <p>Ruler</p> <p>Computer, Ipad or Tablet for in-class work</p> <p>Combination lock for locker.</p> <p>*These are minimum recommendations and we suggest you have extras available at home</p>
AFL students	Arabic-English Dictionary
Arabic students	Arabic dictionary
Algebra 1 students	Scientific Calculator(Casio fx-991Es Plus)
Language Arts	2 single subject spiral notebooks
Science and Math students	Graph Paper Scientific Calculator 1 pack Index cards (3x5 or 4x6)
PE Uniform	Navy blue/black athletic shorts Plain white/black t-shirt or ASK PE Kit - small logos are alright if on a shirt designed specifically for sports Running shoes
Technology Classes	Ear buds/Headphones (optional) Digital camera (optional)
Art Students	<p><u>All art students need:</u></p> <p>Sketchbook – 25x35 cm</p> <p>Staetler- 12 pack of artist drawing pencils</p> <p>Black sharpie</p> <p><u>Students in <i>Drawing and Painting</i> also need:</u></p> <p>Artist water color paints</p> <p>Artist canvas board-25x35 cm</p>

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

It is our firm belief that our school and our students will be best served when we work together in the form of a cooperative triangle: students, parents, and school.

At the American School of Kuwait, we expect our parents to assist us in the education of our students. Some of the ways that parents can assist us and what we expect from parents are listed below:

- Ensure that your child arrives at school on time each day.
- Send your child to school in a clean uniform each day.
- Ensure that your child gets plenty of rest each night (8 to 10 hours)
- Provide classroom supplies and re-supply them as needed.
- Guide your child with his or her nightly homework. DO NOT do it for them. Give them a chance to try the homework and then assist him or her with it.
- Provide a quiet place and set a time each night for your child to do his/her homework.
- Pick your child up promptly after school or after activities each day.
- Read this Middle School Handbook with understanding, especially sections on dress code, mobile use, attendance and academic honesty.
- Have reference books, reading books and a dictionary available in your home.
- If you have concerns about your child, first consult with the teacher, then the counselor, and/or principal, if needed. If you are not satisfied, then the Superintendent may be consulted.

Parents and Students – Please retain this copy in the Handbook for your reference.

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Code of Conduct

As a member of the ASK community,

- I will live by its mission: to practice compassion, learn for life, make a difference
- I will apply these principles to all 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.

Student's Name (printed): _____ Grade: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____