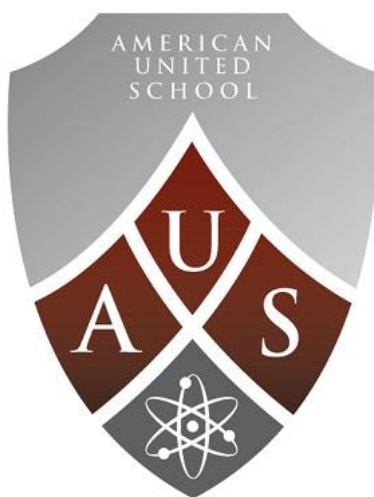


AMERICAN UNITED SCHOOL OF KUWAIT

المدرسة المتحدة الأمريكية في الكويت



MIDDLE SCHOOL HANDBOOK

American United School

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2025-2026 MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

HANDBOOK QUICK LINKS:

[INTRODUCTION](#)

[AUS ADMINISTRATION](#)

[SECONDARY STAFF LIST](#)

[ACADEMICS](#)

[ATTENDANCE](#)

[CODE OF CONDUCT](#)

[BULLYING](#)

[HARASSMENT](#)

[SCHOOL BUS TRANSPORTATION](#)

[UNIFORM & DRESS CODE](#)

[ACCEPTABLE USE PRACTICE](#)

[R.O.C.K. OVERVIEW](#)

[HEALTH AND SAFETY](#)

[COMMUNICATION](#)

[STUDENT LIFE AND ACTIVITIES](#)

INTRODUCTION

AUS Mission

- Promote creativity and collaboration
- Challenge academic growth
- Embrace our diverse community
- Enhance student learning through technology

AUS Vision

- ❖ To provide an outstanding American education that enables students to be inspired lifelong learners and responsible global citizens.

Our Guiding Principles

LEARNING – ANYTIME, ANYWHERE

- We believe learning is not confined to a classroom or a campus—it should be available wherever and whenever the learner needs it.
- At AUS we continually demonstrate how to be a caring community of learners—our students, teachers, staff and families are committed to educating the whole student.
- Our school community acknowledges and recognizes the personal, cultural and social value of each individual.
- We believe technology is an integral part of students' lives, expectations, and the future—this cannot be ignored but rather explored with a deep sense of intellectual inquiry.
- We are dedicated to the future global success for this planet which depends on having a diverse, well-educated workforce.

AUS Middle School Core Values

Respect & Responsibility

Organization & Order

Cooperation

Kindness

We believe that:

Mutual respect and sensitivity are essential.

It is our responsibility to give help where needed.

Organization and order help keep us safe.

Striving for excellence is critical to our success.

Embracing our diversity strengthens our community.

Kindness is a simple act that makes a great impact.

Every person is responsible for their choices.

AUS Administration

INTERIM DIRECTOR Diana Lebde Diana.Lebde@aus.edu.kw	C&I SPECIALIST Minnette Finney m.finney@aus.edu.kw	
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Secondary Staff List

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Marwa Ali, MS Executive Assistant
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Samar AlSarhan, MS Receptionist
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Markeshia Dunston, Intervention Specialist
Vacant, Intervention Specialist

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Alisya Paryniuk
Saffron Jackson
Dana Alkatib
Yusuf Azab
Lindy Coberly

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YenHui (Wendy) Gilman
Tya Fouda
Ryan Dreyer
Anna Merquita
Lewam McKonnen
Glenn Sampson, **HOD**

Sylvain Morel
Michael Libron
Anna Merquita

SCIENCE

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Chinwe Carroll
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SOCIAL STUDIES

Katherin Berg
Miriam Sidarose
Ruth Bowe, **HOD**
Daniel Leritz
Ronald Grant, **HOD**
Dorothy Jeffcoat
Erma Calawood
Amanqwah Tyehemba

WORLD LANGUAGES

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Samah Aouine (French)
Jason Vega (Spanish)
Ahmad Sabbagh, Arabic, **HOD**
Yasser AlAbduallah, Arabic

Mona AlGhazzawi, Arabic/AFL
Yasser Ibrahim, Arabic/ AFL
Asmaa Hegazi, AFL
Hussain AlAmmach, Arabic
Abdulrazak Safar, AFL
Mohamed Bader, AFL, Arabic

PHYSICAL EDUCATION

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Vlad Bazgan
Constantin Bazgan, **HOD**
Simona Bazgan
Sana Jabballah
Derek Ford
Ahmad Abdulrazak, Swim Coach
Chiraz Chihi, Swim Coach
Raul Feliciano, Swim Coach

FINE ARTS

Michael Dobbs, Culinary Arts
Genete Robles, Culinary Arts
Sarah Digges, Art
Costin Tescu, Music
Helen Newton, Band
Yvonne Drummond, Theater

TECHNOLOGY

Juby Thomas, Technology
Nicole Golden, Technology

Brandie Kelly, Technology
Layla Ali, Media Arts

RELIGION

Ibrahim Tahan, HOD
Alaa Jaber

Haitham Farhat
Rasha El-Ghalayini
Marwan Al-Masalmah
Ali Aloshaib

INFORMATION CENTER

Amani Hasan
Ranya Al Zain

HOD - Head of Department

MIDDLE SCHOOL ACADEMICS

Courses

A complete list of academic courses offered can be found in the [Middle School Course Guide](#). It is located on the AUS Website.

Course Selection

All students will learn in full year core courses in Mathematics, English Language Arts, Social Studies, Science, Physical Education, Arabic or Arabic as a Foreign Language, and Islamic Studies for our Muslim students. Students have the option to choose two semesters (half-year) elective courses or full-year-long electives. Middle School electives include Spanish or French language courses, Art, Theater, Music, Culinary Arts, and Media, Technology and Band.

Core Courses

Core courses are the foundational learning programs of the middle school experience. Each student in the Middle School will learn in full-year core courses in Mathematics, English Language Arts, Social Studies, Science, Physical Education, and Arabic. Students of Islamic faith are required to take Islamic Studies in a full-year course as well. Students are required to take the following courses each year: Math, English/Language Arts, Science, and Social Studies, as well as the elective courses that are offered.

Homeroom Period and Advisory

In the critical developmental stage of middle school, students encounter a myriad of physical, emotional, and social changes. A well-structured homeroom program is essential for addressing these challenges and supporting students in their holistic growth. This program aims to integrate positive behavior systems, academic support, reading enrichment, community building, and fun into a cohesive framework that promotes both personal and academic success.

Ministry of Education Requirements,

AUS adheres to the Ministry of Education's requirements. The Ministry of Education requires students from Arabic-speaking countries to take Arabic and students who are Muslims to take Islamic Studies.

Homework

Educational research confirms that homework that is relevant, meaningful, connected to classroom learning, and that receives timely feedback has a positive impact on student learning, habits of mind, and attitudes toward learning. Homework may include studying for an assessment, reviewing or practicing concepts learned in class, working on completing a project/essay/ assignment, preparing for an upcoming topic by doing research or reading, etc. Homework is assigned and explained by the teacher during class time and recorded in the student portal

and/or Google Classroom. Planning for short and long-term homework assignments is necessary. Students should arrange a homework area that is free from distraction. If it is the case that your child appears to do excessive homework in a subject, please initiate contact with the teacher so that he or she can examine the situation.

Homework Guidelines:

1. Homework is a school-related assignment that requires time and effort outside of the regular classroom.
2. Homework should be meaningful and have a purpose aligned to course standards.
3. Homework shall be prescriptive and differentiated to meet the needs of the teachers' diverse student populations.
4. Assignments may vary according to the subject but need to be designed so students may do one or more of the following:
 - a. Practice and reinforce fundamental skills to meet course objectives.
 - b. Aid in processing needed information to demonstrate mastery.
 - c. Provide an opportunity to increase their learning ability through independent experiences with resources found outside of a classroom setting.
 - d. Develop regular study habits, responsibility, and self-discipline, which are needed skills to budget their time effectively and work independently.
 - e. Engage in shared learning experiences with your family.
 - f. Enhance concepts taught in class and may reinforce real-world applications.
5. Communication between students and teachers should be established concerning individual circumstances that may exist within families. Students should be able to complete assignments independently.

Assessments

Assessment drives the cycle of teaching and learning. Teachers provide a variety of quality assessments for students to demonstrate their progress toward mastery of standards and benchmarks. These assessments are designed to gather information about individual students in order to inform, enhance, and improve the teaching and learning cycle. This is also necessary in order to communicate clearly with each student's progress toward the learning goals. Student learning and grading are based on criteria or standards for performance rather than through comparison with other students. Students are given a clear understanding of expectations for performance through the provision of exemplars, rubrics, checklists, and other indicators. Students are active participants in the process.

Measure of Academic Progress (MAP)

Each fall, winter, 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 on their students' areas of strength as well as areas where 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 about the MAP test can be found at www.nwea.org/map.

Textbooks

As a 21st-century school, our students have access to many of our textbooks online. Some teachers may maintain a class set within the classroom. When applicable, students have the option to use the online text or have a textbook issued to them. When a textbook is issued, students are responsible for this book and are expected to keep it in good condition. Some teachers may require students to put on a book cover. If students lose a textbook, it has to be cleared by the Finance Office. If a book is damaged but still usable, students may have to pay a percentage of the cost of a new book. Students will not receive a report card at the end of the year until all books are returned in good condition, and any lost or damaged books are paid.

Online Learning

In case of a force majeure and/or extended closure for which we are no longer able to be on campus, all AUS students will be expected to participate in an E-Learning format as part of the instructional day. Students are expected to be prepared to learn anytime and anywhere. In the event of extended E-Learning, AUS has additional procedures and practices which will be added as an addendum to this handbook. Please read the [Synchronous Online Class Learning Plan](#).

Grading

The purpose of grading and reporting is to provide the students with feedback that reflects their progress toward the mastery of the indicators and content standards at this point in time. Grades communicate what a student knows and is able to do.

Grading and promotion within the American United School of Kuwait will be based upon the degree of success an individual student has achieved in completing the educational program designed to meet his/her unique needs. Every student will have the opportunity to earn grades that reflect his/her ability to demonstrate learning outcomes and be graded only in accordance with their achievement on material or information based on specified learning outcomes and approved curricula. The bell curve will not be used as a basis for determining student grades.

Students that receive 3 or more F's in Math, English, Social Studies, Science, Arabic will receive an academic letter of concern. The letter will notify parents that their student is being referred to the Student Success Team (SST) to review their case and determine the appropriate next steps.

Grading Elements

The grading scale for middle school at AUS consists of sections for letter grades, percent grades, and descriptions of performance. The grading scale is as follows:

<i>Letter Grades</i>	<i>Percent Grade</i>	<i>Description of Performance</i>
<i>A+</i>	97-100	Outstanding Achievement. The student has mastered the objectives in the subject area, shows initiative, applies knowledge gained to new situations, and accepts responsibility for learning.
<i>A</i>	93-96	
<i>A-</i>	90-92	
<i>B+</i>	87-89	Above Average (High) Achievement. The student has mastered most of the objectives in the subject area, is above average in initiative, application of knowledge, and accepting responsibility for learning.
<i>B</i>	83-86	
<i>B-</i>	80-82	
<i>C+</i>	77-79	Satisfactory Achievement. The student has mastered the basic objectives in the subject area with direction and stimulation from the teacher, and is progressing in the initiative, application of knowledge, and accepting responsibility for learning.
<i>C</i>	73-76	
<i>C-</i>	70-72	
<i>D+</i>	67-69	Below Average (Needs Improvement) in achievement. The student has mastered a few of the basic objectives in the subject area.
<i>D</i>	63-66	
<i>D-</i>	60-62	
<i>F</i>	59 and below	Unsatisfactory Achievement. The student has not mastered the basic objectives in the subject area.

/	Incomplete	The "I" grade may be used temporarily for students who have many excused absences & have not had an opportunity to make up missed work in a timely manner.
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Reporting and Recording Grades

Reporting Grades and Progress

- In reporting to parents/guardians, a letter grade is used to indicate the performance of each student in relation to the attainment of learning outcomes and approved curricula.
- Letter grades will be used on report cards and/or progress reports for all courses. All grade reports are distributed through the portal.
- Within the first fifteen (15) days of each course, teachers must communicate in writing the school grading procedures, grading factors, and grade distribution assigned to each factor to students and parents/guardians.
- A new student joining AUS must be enrolled in a course for at least 21 school days in order to receive a letter grade for that course.

Recording Grades and Progress

- Teachers will maintain a record of each student's work, progress, and attendance on a regular basis. The portal will be updated on Wednesday.
- Teachers must assess a variety of student performances such as written assignments, homework, projects, interpersonal engagement/class work, quizzes, tests, and end-of-quarter/semester examinations. Teachers should consider such factors as preparation, daily work habits, quality, and completeness of assignments in evaluating student performance. The Administration will ensure that all teachers apply these procedures in determining grades.
- Teachers must return graded papers and assignments in order to provide ongoing, timely feedback to students and parents. A portfolio assessment of each student's work is recommended as additional documentation of student performance.
- A student will receive a failing grade ("F") for assignments, tests, or quizzes when the following occurs:
 - A student has cheated on a test, quiz, or assigned project.
 - A student fails to produce work within an assigned timeframe.
 - A student who has an excused absence fails to produce make-up work in a reasonable timeframe.
 - A student does not demonstrate satisfactory progress at the level of instruction indicated. (Below 60 % D-)
 - The lowest grade a student can earn in the grade book is 30%.
- In the event of extenuating circumstances occurring at the end of the semester, individual students may be exempted from final examinations upon the recommendation of the teacher and with the written approval of the Administration and the Director.
- Grades will not include systemic assessments that are a part of benchmarking measures (MAP testing).

Grading in Physical Education

- Passing grades in physical education requires participation in assigned activities which strengthen the cardiovascular system. Students who are absent or non-participating may be required to make up physical cardiovascular strengthening during other times of the school day under the supervision of staff. The make-up activity could be walking or jogging on the indoor track or treadmill, aeroactivitybics, swimming, etc. as determined by the teacher.
- Students will be allowed to make up physical assignments with written assignments if the student has a medical note from a physician stating they are unable to perform physical activity.

Grade Categories and Distribution

Category Percent	Brief Description	Types of Assignments	Minimum # of Assignments
<u>BURGUNDY</u> 25%	Summative Assignments/ Assessments <i>Summatives assignments/ assessments are used to measure final mastery of content.</i> <i>Students will be administered no more than 2 summative assessments in one day.</i>	This category will consist of the following but limited to • major tests/ final exams • projects • performance tasks/ presentations • Chapter tests/quizzes • mid and end-of-unit exams that reflect a final student mastery.	2 or more burgundy grade during a 9-week grading period
<u>BLUE</u> 50%	Formative Assignments/ Assessments <i>Formative assignments/assessments are used to measure mastery of content along the way to final mastery.</i>	This category will consist of the following but limited to • pretest/diagnostic test • in and out of class assignments that build to a burgundy level project or paper • collaborative work • lab reports • ongoing journal writing • classwork	5 Blue grades during a 9-week grading period
<u>GREY</u> 25%	Practice/Warm-up	This category will consist of the following but limited to • homework, • bellringers, • notebook checks, • study guides, • Dress out (PE) • participation determined by rubric	7 grey grades during a 9-week grading period

Professional Grade- 8th Grade Only

Teachers will give each student a weekly professional grade that assesses a student's participation, attendance, punctuality, behavior, and appearance. The grade will be entered as a practice/warm-up (15% weight category) grade.

Category (1 point for each, daily)	In-School
Appearance	The student follows the dress code established in the AUS student handbook.
Participation	The student is attentive and participates positively in class.
Responsibility	The student is present in class regularly and takes responsibility for completing their learning and completing their work.
Punctuality	The student arrives to class on time. The student turns in work on time.
Behavior	The student is mature and polite to the teacher and his/her peers. The student adheres to the Code of Conduct procedures outlined in the Student Handbook.

Grading – Absences

Grading During Absences & Make-Up Work Procedures

Students are responsible for obtaining missed assignments and following up with teachers for clarification. It is recommended to check Google Classroom and Student Portal for posted assignments.

Make-Up Timelines:

- **Excused Absences:** Students will have the same number of days to complete make-up work as their peers who were present. (i.e. if a student missed two days due to illness, they would have two additional days to complete the work.
 - If a student is absent on the day an assignment or project is due but has had multiple days/weeks to complete it (for example, the assignment was assigned two weeks earlier), the student will turn the assignment in upon their return to the class. Students may use technology (e.g., email, online platforms) to submit assignments on the due date, even if they are absent. Students who are ill will not be required to turn in assignments while they are excused from school. If a student is absent excused for an extended period during the project/assignment, they will be granted additional time to complete the work.
- **Unexcused Absences:** Students must turn in their missed work on time digitally when possible, or upon their next scheduled class period. Classwork in the form of Practice/Warm Ups can not be made up when the absence is unexcused.
- **Due Dates:** Assignments due on the day of absence, with sufficient advance notice, should be turned in

upon return. Technology can be used to submit assignments on the due date; however, students who are ill will not be required to turn in missed assignments until their return to school with additional days depending on the number of days they were absent excused.

- **Extended Absences:** If a student misses a significant portion of a quarter or semester and cannot complete make-up work within the allotted time, an "I" grade will be assigned. This grade will be changed to a final grade after the quarter or semester ends, and the student's average will be recalculated.

Assessments:

- **Excused Absences:** Make-up assessments will be scheduled at the earliest convenience as determined by the teacher.
- **Unexcused Absences:** Make-up assessments will be taken during the next class period as per the teacher with a 90% being the highest possible grade for the assessment missed due to an unexcused absence.

Exceptions: Any exceptions to this procedure must be approved by the school administration.

Late or Missing Work

Late Work Procedures

- **Due Dates:** All assignments are due at the beginning of class. Late submissions will result in a lower grade.
- **Missing Work:** Late or missing work, including work missed due to unexcused absences, will not receive full credit.
- **Summative Assessments:** Unexcused absences for summative assessments may still allow for a maximum grade of 90% with successful completion of a make-up assessment.
- **Late Penalties:** A 10% deduction will be applied for each school day an assignment is late. Assignments below 30% after grading will receive a minimum grade of 30%.
- **Late Acceptance:** Late or missing work will be accepted for academic credit for a maximum of 7 school days after the due date. After this period, the work may not be turned in. At their discretion, the teacher may require a different assignment or have the student complete the original work for formative purposes.
- **Tardy or Absence:** Students who are tardy or absent will not receive credit for assignments completed at the beginning of class that are part of the practice/warm up category.

Grade Point Average (GPA)

The AUS Middle school does not calculate grade point averages.

Report Cards/Progress Reports

- Reports for Middle School will be distributed four times a year on a quarterly basis.
- Progress reports will be issued each mid-quarter.
- The following information will appear on the Middle School report card:
 - a. School Name
 - b. Academic Year
 - c. Course Titles
 - d. Course Grades Earned
 - e. Student Grade Level

- f. Absences from School
- g. Tardiness from School
- h. Teacher's Names
- i. Comments

Principal's List and Honor Roll

The purpose of the school-wide principal's list/honor roll program is to recognize and honor Middle School students who have attained outstanding academic success and to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects. Outstanding students who meet the criteria for the principal's list or honor roll are recognized during the Awards Ceremony at the end of each year.

Students who have attended AUS for less than a full year are eligible for the Principal's List and Honor Roll provided they meet the requirements below for their time of attendance at AUS.

Principal's List Requirements:

- Students who have earned all A's (A-, A, A+) in all classes during quarters 1, 2, and 3, and who have not received any significant disciplinary infractions during quarters 1, 2, 3, and 4, and who have attendance above 90% of school days will be placed on the Principal's List for the current school year.
 - Weighted GPA grades from PreAP and AP courses will not factor into the determination of the Principal's List.
 - The Principal's list is not based on a cumulative GPA; rather, it is based on the final grades as reported on the current-year report card for quarters 1, 2, and 3.

Honor Roll Requirements:

- Students who have earned B's and above (B-, B, B+, A-, A, A+) in all classes during quarters 1, 2, and 3 and who are not on an attendance concern contract will be placed on the Honor Roll for the current school year.
 - Weighted GPA grades from PreAP and AP courses will not factor into the determination of the Honor Roll.
 - The Honor Roll is not based on a cumulative GPA; rather, it is based on the final grades as reported on the current-year report card for quarters 1, 2, and 3.

Contacting Teachers

Students are encouraged to contact and consult teachers with questions or for extra help or challenges. Teachers are flexible in assisting students before or after school. Please plan ahead and schedule a time to meet before, as teachers need time to prepare for the school day. Parents/Guardians can also contact teachers to arrange a meeting. Parents/Guardians may meet with teachers during the school day only if the teacher has agreed to a prearranged meeting. Teachers will inform the office when a meeting has been scheduled. **Parents/Guardians must check in with the office before meeting with a teacher.**

Academic Integrity

Students are expected to have integrity and self-discipline and to display respect for themselves, others, and the school. The school considers any incident of academic cheating or plagiarism very seriously. Examples include:

- copying another student's class work or homework;
- asking another student questions during a test or copying another student's test answers;
- allowing a student to copy one's own homework or giving another student test answers;

- turning in any material claimed as one's own but coming from another source (for example, copying material from an online resource without crediting the source).
- using an unauthorized electronic device during an assessment (cell phone, electronic watch, etc.)

These actions are dishonest and unacceptable. Academic dishonesty is one of the most serious violations of school expectations and will have serious consequences. If any evidence of academic integrity is found, students will receive a grade of zero. The student will **not** be given an opportunity for an alternative assignment/assessment.

Students are expected to uphold the highest standards of academic integrity and respect. Any form of cheating or plagiarism is considered a serious violation of school policy.

Examples of Academic Dishonesty include but are not limited to:

- Copying another student's work or homework
- Asking or receiving answers during tests or quizzes
- Sharing or using unauthorized electronic devices during assessments
- Using an unauthorized electronic device during an assessment (cell phone, electronic watch, etc.)
- Using AI tools to generate original content without proper attribution or when a teacher has stated that AI can not be used
- Turning in any material claimed as one's own but coming from another source (for example, copying material from an online resource without crediting the source, or turning in the work of a different student and claiming it as your own).

Consequences:

- **Zero on the Assignment:** Students found guilty of academic dishonesty can receive a zero on the assignment or assessment.
- **Disciplinary Actions:** Multiple violations may lead to disciplinary actions, including suspension, conditional enrollment or expulsion.
- **College Applications:** Colleges may require schools to report incidents of academic dishonesty when students apply for admission.

Note: Using AI tools to generate content is considered academic dishonesty unless proper attribution is given and or it has not been forbidden by the instructor.

Learning Support

The American United School of Kuwait provides services for students who are identified as having mild learning differences. AUS does not have an expansive educational program for children with moderate or severe learning disabilities. The Student Support Team (SST) Program offered at AUS, has qualified teachers who provide the classroom teachers with teaching strategies and accommodations (accommodations are changes in the teaching methods, environments, and modalities) for all students who have been admitted into receiving learning support services. Students are admitted to receiving SST through the Student Review Team Meeting process, which takes place after a student has received identified and documented interventions from teachers. Modifications, and changes in learning objectives according to the standards, are not included as part of the practices at this school. The Middle School SST program utilizes a Response to Intervention (RTI) service delivery model. Students are identified through the Student Review Team process and placed in the appropriate level of SST based on entry/exit criteria.

The purpose of learning support is to identify areas of concern and initiate a system of communication and support that includes the student, parent/guardian, counselor, teachers, and administration. Teachers will be expected to contact parents/guardians of students who are struggling academically.

Students' report cards will reflect direct and indirect services received from the English Language Learner Department or the Student Success Team.

Academic Improvement Plan

The Academic Improvement Plan is a more comprehensive document that includes check-ins, timelines, and expectations for improved performance. The Academic Improvement Plan is usually set for a period of one calendar year, and a copy of the plan is kept in the student's file. The two components of the Academic Improvement Plan are the Student Responsibility Plan and the Academic Support Plan:

- The **Student Responsibility Plan** is a detailed outline of the specific goals that determine student accountability. These goals are determined in the Academic Improvement Plan meeting and are agreed upon by the student, parent/guardian, and Administration. A review of these goals will occur formally at each reporting period for the duration of the Academic Improvement Plan.
- The **Academic Support Plan** is a detailed plan that identifies the areas of support the student needs in order to be successful in achieving the goals outlined in the Student Responsibility Plan.

The areas of support may include both in-school and out-of-school interventions that are agreed upon by the student, parent/guardian, and Administration.

Students will not be eligible for co-curricular activities in the first term of their Academic Improvement Plan. A review of the Learner Academic Improvement Plan in the next reporting period may lead to modifications of the plan (including eligibility) which will be based on student achievement of the goals of the plan. A student will be in violation of the Academic Improvement Plan if they maintain "D" or below on subsequent report cards. Students in violation of the Academic Improvement Plan will meet with their parents and an administrator to review the student's goals. If a student demonstrates improvement on the subsequent report card, "C" or above, they are meeting the terms of the Academic Plan and will not meet with the administration to review the student's goals. A student who demonstrates improvement for the duration of the Academic Improvement Plan will no longer be tracked in the Academic Improvement Plan process.

REVIEW OF ACADEMIC IMPROVEMENT PLAN

Students who do not meet the terms of the Academic Improvement Plan will meet with school administrators to review the plan or to determine whether the AUS academic environment is appropriate for the student based on whether or not the school support network and the student's efforts are successful. During the review meeting, it will be determined if the student is showing interest and application as a member of the AUS community. During the Administration's review, the Academic Improvement Plan will be tailored to the student's academic achievement and learner development. Expectations will be set for students based on need and the expectation that all students meet the academic standards of the Middle School program.

After School Academy (ASA)

The ASA program includes a broad range of activities that provide students with academic enrichment and/ or supervised activities beyond the traditional school day. It is held from 2:45-3:30 Monday, Tuesday, and Wednesday. Students are provided limited opportunities to complete missing assignments, receive homework help, participate in clubs, or receive more intensive academic help. It is the student's responsibility to sign up with their respective teacher prior to attending ASA.

Conferences

Parent/Teacher Conferences are a crucial piece of the partnership between home and school, and parents/guardians are highly encouraged to attend these conferences. The Middle School hosts a number of opportunities for students and parents/guardians to come together with teachers to reflect on goals, performance and next steps. By the end of the first semester, teachers in Middle School will conduct a conference with every parent/guardian to discuss the student's achievement and school performance. Parent conferences are encouraged at any time during the school year if the conference will enhance a parent/guardian's understanding of and support for their student's schoolwork and school performance.

Students play the most important role in using the information from assessments and reports to improve. In addition, students who are working with feedback from standards are in the best position to help you understand their progress. For these reasons, we strongly recommend that your student accompanies you to student and parent-teacher conferences throughout the year

Counseling Services

The primary role of Middle School Counselors is to advocate for students during these critical years of early adolescence. This is the time when students experience significant changes emotionally, socially, and physically. The counselors serve all students and seek to enhance student learning by focusing on three interrelated areas: Academic Development, Personal, and Social Development, and Career Exploration. Parents/Guardians are encouraged to contact the counselors with any questions regarding their child in any of these areas.

School Hours and Bell Schedule

The school day is from 7:30 a.m. - 2:45 p.m. Please view the complete bell schedule on the MSHS Student Website or [linked here](#). The administration will communicate modifications to the bell schedule in the event there are any changes.

ATTENDANCE PROCEDURE OVERVIEW

To view the complete AUS Student Attendance Procedures, [click here](#).

The American United School of Kuwait recognizes that consistent daily attendance at school is vital to the academic success of students, benefits students socially and emotionally, facilitates opportunities for communication between students and teachers, and establishes regular habits of dependability. Because students who have good attendance are more likely to do well and enjoy school to a greater degree, we have established a clear attendance system that allows us to hold students and families accountable to ensure regular attendance. This procedure also recognizes that attendance is a joint responsibility to be shared between the student, parents, school staff and appropriate governmental agencies. It is essential that AUS students and their families take responsibility for knowing and following the Attendance procedure.

Attendance Expectations and Guidelines

- Students must attend all classes regularly and should not miss more than 10% of school days for any class
- Students must arrive on time and remain on campus for the entire school day
- Attendance is taken every period
- Absences are categorized as excused or unexcused, administration reserves the right to decide absence type

- Parents/guardians must notify the school the school attendance email (address) or phone number when a child is absent.
- Parents must contact the school within two school days from the day of the absence to excuse an absence
- A student who accumulates absences (either excused or unexcused) totaling 10% or more of the school days may be placed on an attendance contract and or on conditional enrollment status.
- Students must arrive on time and remain on campus for the entire day
- Late arrivals and early departures require a parent to come in person to the High School or Middle School office to check out the student
- Students leaving early must remain in class until the parent arrives at the office, at which time the office will call the student down to check-out.
- Students must report illnesses to the school nurse
- Make-up work is required for missed assignments

Check-In & Check-Out Procedures:

Updated Procedure for Early Student Check-Out

The American United School of Kuwait recognizes that consistent daily attendance at school is vital to the academic success of students, benefits students socially and emotionally, facilitates opportunities for communication between students and teachers, and establishes regular habits of dependability. Because students who have good attendance are more likely to do well and enjoy school to a greater degree, we have established a clear attendance system that allows us to hold students and families accountable to ensure regular attendance. This procedure also recognizes that attendance is a joint responsibility to be shared between the student, parents, school staff and appropriate governmental agencies. It is essential that AUS students and their families take responsibility for knowing and following the Attendance procedure.

In the event a student needs to leave school early, a parent **must** send an email to the respective school's attendance **prior to the requested dismissal time. The parent MUST send the email from the email address that is officially listed and recorded in the student's portal.** Emails from unverified addresses will not be accepted. We also ask that the parent provide a brief reason for the absence. This ensures accurate documentation, as it relates directly to the ministry's requirements for student attendance.

Middle School:

- Email: msattendance@aus.edu.kw

High School:

- Email: hsattendance@aus.edu.kw

The Receptionist will call the student at the requested dismissal time.

Reporting Absences

When students are absent from school, parents/guardians must contact the school to verify the absence. If no contact is received within two days of the student's return to school, the absence will be marked as Unexcused. Parents/guardians must email or phone the appropriate contact:

- Middle School:
 - Email: msattendance@aus.edu.kw
 - Phone: 2553 0150 (ext 4005)
- High School:
 - Email: hsattendance@aus.edu.kw
 - Phone: 2553 0150 (ext 8005)
- **A physician's note may be required for absences of more than 3 days.**

Excused Absences Include:

- Required ministry appointments
- Visa fulfillment
- Religious holidays or ceremonies
- Funerals
- School-related activities
- College visits with pre-approval
- Doctor appointments
- Illness
- Family emergencies
- Pre-approved absences for non-school activities (i.e. national level athletics, etc.)
- Official school meetings

Unexcused Absences Include:

- Failure to follow attendance reporting procedures
- Work (except for school-sponsored programs)
- Non-prearranged family travel
- Missed bus
- Oversleeping
- Needing a break
- Traffic

Consequences for Unexcused and Excessive Absences:

- Detention hours
- Warning letters
- Attendance contract
- Conditional enrollment
- Loss of Privileges
- Loss of Status as Distinguished or Honors Diploma
- Removal from Student Organizations (i.e. NHS, MUN, Student Council)
- Removal or Restriction of participation in activities, events, or student travel opportunities
- Potential for Loss of credit (High School)
- Student may not be allowed to Re-enroll at AUS

- Ministry of Education Involvement

Make-Up Work Guidelines

- Students must request make-up work directly from their teacher
- One day of make-up time is allowed for each excused absence.
- Previously assigned work must be turned in upon return.
- Missed assessments may require immediate completion.
- Late submissions, retakes, and classwork completion are privileges, not rights.

Tardies

Arriving to class on time is important for the overall education of the student. A student is tardy when he or she is not physically in the classroom when class begins. If students have been released late from their previous class, the teachers will notify the affected teachers. Students arriving late to any class, including homeroom and academies, will be marked tardy.

When students arrive late during the first hour of the school day, they must show their Student ID and scan in at Gate 1. Students will then have five minutes to make it to their class or they will be marked as an Unexcused Absence.

Tardiness falls under the school-wide discipline plan and will be handled according to the practice. Parents/guardians will also be contacted by the counselor to identify any potential underlying cause and develop a plan for changing the student behavior in order for the student to arrive in school and/or classes on time. Tardies are recorded in the student information portal at the beginning of each class during the school day. Parents and students can monitor this information and should contact the MS or HS Office with questions or concerns.

Tardy Guidelines:

- Students arriving late must follow specific procedures
- Five unexcused tardies in the same class will result in one unexcused absence being assigned and disciplinary actions including but not limited to detention
- Tardies are recorded and monitored by teachers, parents and students
- Students arriving more than 10 minutes late without an excused pass will be marked as absent unexcused

Dismissal at the end of the School Day

The school day ends at 2:45 p.m. All students must exit the building by 2:55 p.m. Students involved in an after-school program, or under the direct supervision of an AUS staff member, will immediately report to the area designated by the coach/sponsor. Students who are on campus unsupervised outside of school hours will be subject to disciplinary actions and will be asked to leave the campus.

Conditional Enrollment: Behavior or Attendance Contracts

Students who exhibit repetitive disruptive behavior or have discipline concerns can and will be placed on behavior contracts. Failure to comply with the terms of the behavior contract can and will result in students being placed on

a conditional enrollment agreement and the possibility of not being allowed to re-enroll at AUS.

Students are expected to miss no more than 5 days per quarter. Excessive absences will be tracked and students missing 10% of any one class (either excused or unexcused) during the school year may be placed on an attendance contract and/or on a conditional enrollment. Teachers will communicate with administration if there are specific attendance concerns with any student and parents will be required to attend meetings if deemed necessary by AUS.

CODE OF CONDUCT

AUS prides itself on nurturing students who are inspired lifelong learners and responsible global citizens. In keeping with our tradition of excellence, we expect our students to demonstrate our core values of compassion, respect, integrity, responsibility and excellence at AUS and throughout our broader community.

Discipline Guidelines

AUS Administration and Staff have set high expectations for academics and classroom behavior. It is understood that no student has the right to be disruptive to the degree that he or she may infringe upon the rights of other students. The school has the right to impose discipline and penalties for conduct occurring both on and off campus. The violation of certain rules in this handbook may occur in either context. In addition, off-campus behavior may be punished when it constitutes a major rules infraction, is a violation of the basic standards of ethics and morality, or constitutes a criminal offense (whether or not the student is charged with a crime).

A student who has committed multiple or severe infractions is subject to all of the penalties in this handbook, including detention, loss of privileges, suspension, probation, and expulsion. Serious violations will be reported immediately to the administration/security and handled with consideration of student supervision, student safety, respect, confidentiality, detailed and accurate reporting, and school practices and procedures. The following are general guidelines and procedures that AUS

Secondary School Staff will follow in addressing discipline. Extenuating or mitigating circumstances may result in consequences not listed. This document is not meant to be all-inclusive; however, it is designed to ensure consistency in our school wide practices and procedures. Issues not included here will be addressed in a fair and consistent manner.

Student Behaviors

LEVEL 1

Level I misconduct involves behavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. For classroom incidents, the teacher will handle these misbehaviors first by redirecting the student, then contacting the student's parent/guardian if the behavior continues.

Examples- Include the following, but not limited to:

- Minor class disruptions
- Minor hall disruptions
- Dress code violations (includes no visible ID badge)
- Late to class or school (Tardy)
- No pass in halls/ inappropriate use of a hall pass
- No elevator pass
- Unauthorized electronic equipment (including cell phones)
- Sleeping in class

- Minor cafeteria disruptions
- Chewing gum
- Eating where prohibited
- Failure to follow instructions
- Inappropriate use of school technology
- Inappropriate language (verbal or written)
- Littering
- Improper conduct
- Running or talking loud in the hallways
- Unauthorized/inappropriate use of school technology, minor issues with inappropriate use of social media or apps while at school
- Unauthorized use of a locker
- Other actions deemed inappropriate or disruptive

Typical Student Discipline Consequences for Level 1 behavior infractions include:

LUNCH DETENTION for 1st and 2nd offense

IN SCHOOL SUSPENSION (3rd and 4th offense or admin discretion depending on severity/frequency of level 1 infractions)

OUT OF SCHOOL SUSPENSION (all subsequent offenses or admin discretion depending on severity/frequency of level 1 infractions)

LEVEL 2

Level 2 misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the classroom or the school. These infractions usually result from continuation of Level I misbehaviors and require the intervention of personnel on the administrative level because the execution of Level I disciplinary response(s) has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but have educational consequences serious enough to require corrective action on the part of the administrative personnel.

Examples- Include the following, but not limited to:

- Horseplay (without injury)
- Unacceptable language/gestures (verbal, written, and/or non-verbal)
- Skipping class
- Out of authorized areas
- Insubordination
- Internet violations/Misuse or inappropriate use Social Media or apps while at school
- Multiple level 1 behaviors - usually after three level 1 detentions
- Major classroom disruptions (teacher redirection results in a significant amount of instructional time lost)
- Disrespect towards staff
- Skipping (after 2 times) assigned detention
- Aggressive argument with or without physical contact
- Forgery & lying
- Parking/driving violations
- Truancies- Skipping classes/whole days
- Minor Vandalism
- Possession of lighter, matches, or other incendiary devices
- Excessive displays of affection
- Gambling
- Threats
- Bus disturbances
- Stealing/possession of stolen property (value under 5kd)

- Attempted fight
- Other actions deemed inappropriate that are serious enough for a Level 2, but do not represent a direct threat to the health and safety of others.

Typical Student Discipline Consequences for Level 2 behavior infractions may result in the following consequence:

IN SCHOOL SUSPENSION for 1st and 2nd offense

OUT OF SCHOOL SUSPENSION (all subsequent offenses or admin discretion depending on severity/frequency of level 2 infractions)

LEVEL 3

Level III misconduct involves acts directed against persons or property and other severe behavior infractions.

These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school undertakes, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

levelcell

Those acts, which are criminal (or illegal), will automatically be referred to the appropriate law enforcement office in addition to school disciplinary actions.

Examples- Include the following, but not limited to:

- Cheating / Plagiarism
- Multiple Level 2 offenses - After three Level 2 offensives a student could be placed on **contingent enrollment** for behavior.
- Stealing/Possession of stolen property (value of 6 kd or more)
- Student fighting
- Destruction of property
- Verbal assault, verbal intimidation, or harassment
- Physical Aggression Toward Staff
- Horseplay (with injury)
- Defiant behavior/ Blatant disrespect toward staff (Extreme defiance--raising voice towards staff members, blatant rudeness, name calling and use of inappropriate language towards staff, aggressive stance towards staff, threatening body language and posture, etc.)
- Leaving school grounds
- Threats against personal property
- Use or possession of tobacco/ vaping and vaping devices/products/lighters
- Cell phone use in prohibited areas including restrooms
- Harassment
- Drug/ Alcohol use or possession
- Use and/or possess a firecracker/other explosives, use and or possess on school property
- Discriminatory/ Derogatory/ Offensive remarks
- Weapons
- Weapons Replica, Makeshift Weapon
- Verbal Abuse and/or Verbal Threat/Intimidation – Includes Name Calling, Harassment, Teasing, Taunting, Gesturing
- Bullying/Cyberbullying extreme misconduct or inappropriate use of social media or apps while at school
- Sexual misconduct

Typical Student Discipline Consequences for Level 3 behavior infractions include:

IN SCHOOL SUSPENSION (admin discretion depending on severity/frequency of level 3 infractions)

OUT OF SCHOOL SUSPENSION (admin discretion depending on severity/frequency of level 3 infractions)

STUDENT MAY BE DISALLOWED FROM ENROLLING IN THE NEXT SCHOOL YEAR
LONG-TERM SUSPENSION
EXPULSION

Consequences and disciplinary actions remain at the discretion of the AUS administration. AUS Administration reserves the right to modify consequences and disciplinary actions based on a variety of factors, including but not limited to; the severity of the incident, the potential or actual impact of the incident on other individuals or the school, the age of those involved, and the frequency or repetition of incidents.

HALLWAY BEHAVIOR

Students are expected to maintain positive behavior in the hallway and respond to staff directives immediately. Students must have a pass written by an AUS staff member to be in the hallway. Failure to have a pass will result in disciplinary action.

Student misconduct in the hallways will be reported directly through the discipline portal and will follow the standard discipline process.

HABITUAL OFFENSES

Students who habitually offend will be placed on a discipline contract and subject to a denial of re-enrollment and or an expulsion from school.

Searches

The school administration has the right to conduct searches to ensure safety. This includes locked areas if there is reasonable suspicion that the student has something not allowed on campus. A student may also be asked to show what is contained in pockets, bags, or containers if there is reasonable suspicion of the possession of objects that are disruptive to the safe operation of the school.

Behavior Consequences

Teacher or Administrator Redirection

A teacher or Administrator meets with a student to assist in identifying undesired behavior, remind the student of expectations, and reach agreement about more positive behavior expectations for the future. It is expected that most Level 1 student behavior infractions will be resolved in this manner. Teacher redirections may occur during lunch or at any time appropriate with the teacher.

Referral/Write Up

A formal written notice regarding an unacceptable behavior that has not been resolved through teacher redirection. The teacher informs the student of the infraction and issues a referral to the student. This is formal documentation of the undesired behavior.

Both the student and his or her parents/guardians are notified of infractions via email from the issuing teacher or administrator. Infractions will lead to further disciplinary action, such as lunch detention, after school detention, and or in/out of school suspension.

Detention/ Lunch Detention

A detention is issued by an administrator when the student has accumulated multiple infractions, or has exhibited an undesired behavior that warrants a detention. The purpose of a detention is for the student to take time to reflect on his or her behavior and create a plan for making positive choices in the future, and/or to take restorative action. Detention involves a reflective conversation with a teacher about a behavior concern as well as a written reflection by the student. Both the student and his or her parents/guardians are notified of the assigned detention session via email. Three or more detentions in a quarter warrant a meeting with the student and his or her parents/guardians to determine necessary steps, including further disciplinary action, to redirect the student's

behavior.

Detention sessions may be held during the student's lunch period. Students will be notified when they are required to attend. Students who skip or miss detention will serve make-up detention and be assigned additional detention. Exceptions will only be made under rare circumstances and with prior approval from Administration.

Detention Expectations:

Students must comply with the following rules and expectations during lunch or after school detention:

- Students must arrive on time.
- Students must turn in their CELL PHONE AND CHROMEBOOKS at the beginning of detention.
- Students must complete a Reflection Form that will be turned in the supervising teacher after it is has been completed
 - o Failure to complete form will result in an additional detention
- Students must be working the entire time.
- Students must remain silent for the duration of detention.
- Students must be respectful and follow instructions given by the supervising teacher.
- Students must remain in the room for the duration of lunch detention.

Restorative Practices

Restorative practice is defined as an action taken by the student to restore relationships and/or property that has been damaged as a result of a negative behavior choice. An administrator or counselor may require teachers and students to attend a mediated meeting in an attempt to restore relationships or for restitution.

Suspension (In-school or Out of school)

A suspension is for behavior that is deemed serious, disruptive, and unsafe or for behavior that has been addressed previously and not corrected. It is a redirection reminder to the student for a behavioral change. The type and length of suspension will be determined by administration based on the circumstances of the incident(s) and the student's willingness and ability to make restitution. It is the student's responsibility to make up any tests, quizzes, or work missed during the time of suspension. Suspended students who have assessments scheduled for the day they return will not be offered extensions.

The student and the parents/guardians will be informed of the length of the suspension by phone call, in writing, or meeting at school. **The student is not allowed to participate in school activities during the days and evenings of the suspension. This includes after school and evening activities.**

Behavior Probation

A student will be placed on behavior probation if the student is frequently in violation of school rules and regulations or if the severity of the student's behavior warrants further attention, but not to the degree of expulsion. The student will reflect on his or her behavior and identify goals for improving behavior, highlighting how the student will take corrective action. These goals will be reviewed and signed by the student, administration, and the parent/guardian. The administration will decide the length of the probation on a case-by-case basis. Students placed on behavior probation are normally prohibited from participating in co-curricular activities, and their behavior is regularly reviewed before participating in events. If the student's behavior continues to be a problem during the probationary period, the student is likely to be expelled from school.

Expulsion

The Administration of the middle school may recommend expulsion for a serious violation, even on the first offense, if a student's continued presence is deleterious to American United School or to the student/s involved. When expulsion is recommended, a student is automatically suspended. During the suspension period, the Administration of the middle school will review the matter with those involved before reaching a decision.

Behavior Incident Follow Up Communication

After the investigation and substantiation of an incident, the actions taken by the school will be communicated directly to parties involved as needed and in accordance with data privacy. This may include appropriate faculty/students as well as parents/guardians of the victim, perpetrator, and witnesses (as applicable). As applicable, AUS will offer proactive and sympathetic support to those directly involved with counseling, mediation or assertiveness training. All incidents/ consequences will be documented.

AUS Discipline Appeals Process

In the event that a student or parent/guardian disagrees with the actions taken by an administrator, they will have the opportunity to submit an appeal to the Discipline Appeals Committee. The following document outlines and describes the procedure that must be adhered to in order to appeal a disciplinary decision. **Appeals are only applicable for Out of School suspensions.**

The Student Handbook that includes the AUS Discipline Practice is provided on the AUS website. This Practice sets forth the guidelines, rules, and expectations of an AUS Middle or High School student. Each student and parent/guardian are required to sign and return an acknowledgment form at the beginning of each school year stating that they are aware of what the Practice entails. If a violation of these rules and regulations occurs that results in disciplinary action with suspension from school by the administration, the parent/guardian or student may appeal the administration's decision.

The responsibilities of each party involved in the appeals process are as follows:

Parent/Guardian and or Student

- Upon the receipt of the statement of disciplinary action involving an out of school suspension from an administrator, the parent/guardian and or student has until the close of business (3:30) on the next school day to make an appeal.
- The appeal can be a handwritten letter or an email delivered to AUS administration.
- During the appeal process, the administrative decision remains in effect. The student serving the out of school suspension will not be allowed on campus for the duration of the suspension or until the appeal process is complete.

Discipline Appeals Committee

- Upon receipt of the appeal, the committee shall consider evidence and may confer with the student and others who may act as a witness or provide pertinent information regarding the incident.
- The Discipline Appeals Committee will assemble at its earliest convenience to consider the case at hand.
- The Discipline Appeals Committee will make an irreversible decision based on the consensus of the group.
- The Discipline Appeals Committee will notify the parent or student via school communication of the decision made regarding their appeal.

The Discipline Appeals Committee will consist of at least three members of the Discipline Committee. They will assess the violation and make a decision regarding disciplinary action, if any. As it is impossible to develop guidelines to fit all conceivable situations, the Discipline Appeals Committee is given broad authority to use subjective evaluation of disciplinary actions when no clearly defined guidelines are available or if the Discipline Appeals Committee feels minor deviations from written guidelines are in the best interest of the student, the school, and others who may be concerned.

Student Discipline Records and Data Privacy

AUS maintains internal student discipline records to document any instances where a student has violated school rules or policies. These records are confidential and are only shared with authorized AUS school personnel who have a reasonable need to know. **Under no circumstances will the school disclose private student data, including discipline data, to third parties without the written consent from the parent or legal guardian.**

Disciplinary Records.

- **Privacy:** Your disciplinary record is part of your educational record. Without an educational need to know, no one has access.
- **Release:** AUS will not discuss student discipline data with third parties. Only with your signed release will information be released and only at your request.

What is an internal disciplinary record?

- Created when a student is found responsible for violating the Code of Student Conduct.
- May contain incident reports, decision letters, statements, sanctions, and appeal documents.
- Maintained until graduation or withdrawal/transfer in good standing.

Exceptions:

- If a student withdraws with pending disciplinary action, or is dismissed as a result of disciplinary action, a permanent notation may be made on their academic record on file at AUS.
- **Inquiries:** Inquiries about a student's Disciplinary Record will only be released with the parent's signed waiver and at the parent's request.

Bullying

At the American United School it is expected that all community members will be free to learn, teach and work in a safe, secure and non-threatening environment based on mutual trust and respect. This includes respect for personal feelings, the traditions and customs of religions and cultures, nationality and gender. Each member of the AUS community is expected to be responsible for his/her own behavior, to exercise self-discipline and to refrain from behavior which interferes with other members' right to learn and work in a safe and healthy environment.

AUS has taken a strong stance on preventing bullying behaviors in our schools. AUS Middle School does not tolerate bullying behavior. Reporting bullying is a social responsibility and benefits the victim, the bully and the entire school community. ***There will be disciplinary measures taken towards acts of bullying at AUS Middle School.***

AUS Community definition: Any person who is involved with or has a relationship with AUS. The community includes, but is not limited to students, faculty, support staff, parents/guardians, alumni, coaches, guests and volunteers.

- **Bullying definition:** Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying may be physical, verbal, social, and sexual, gender or cyber/technology based. Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the

potential to be repeated, over time. Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Bullying is a form of harassment that is characterized by repeated and escalating incidences of purposeful and hurtful actions, either direct or indirect, that make it more and more difficult for the victim to escape.

Single incidents of conflict or fights between equals, whether in person or online, are not defined as bullying.

AUS Community members must report incidents of bullying immediately to the AUS administration.

What bullying is not:

- A single episode of social rejection or dislike.
- A single episode of acts of nastiness or spite.
- Random acts of aggression or intimidation
- Mutual arguments, disagreements, or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them. (<https://www.ncab.org.au>)

Consequences: Any form of bullying will not be tolerated at AUS. Any such incident/s should be reported to the teacher, counselor or administration immediately. Students who are found to be guilty of harassment or bullying will be subject to appropriate disciplinary action depending on the circumstances of the case. Serious cases could be subject to suspension or expulsion.

Follow up actions: After the investigation and substantiation of an incident involving bullying, the actions taken by the school will be communicated directly to parties involved as needed and in accordance with data privacy. This may include appropriate faculty/students as well as parents/guardians of the victim, perpetrator, and witnesses (as applicable). As applicable, AUS will offer proactive and sympathetic support to those directly involved with counseling, mediation or assertiveness training. All incidents and associated consequences stemming from bullying will be documented.

Harassment

At the American United School it is expected that all community members will be free to learn, teach and work in a safe, secure and non-threatening environment based on mutual trust and respect. This includes respect for personal feelings, the traditions and customs of religions and cultures, nationality and gender. Each member of the AUS community is expected to be responsible for his/her own behavior, to exercise self-discipline and to refrain from behavior which interferes with other members' right to learn and work in a safe and healthy environment

AUS Community definition: Any person who is involved with or has a relationship with AUS. The community includes, but is not limited to students, faculty, support staff, parents/guardians, alumni, coaches, guests and volunteers.

Harassment definition: Is any behavior or comment that is known, or should be known, to be inappropriate, unwanted, demeaning or cruel that makes the victim, target, or others feel uncomfortable, embarrassed, threatened or humiliated. It can include negative comments or messages (written or via technology), putdowns, sexual references, racial slurs, gestures, pictures, name calling, humiliation, mean tricks or any action/communication that is interpreted in a negative manner.

Harassment may occur as a single act, but more often is composed of repeated acts performed over time. Harassment may cause fear and anxiety in both victims and bystanders. AUS does not tolerate incidents of harassment. When harassment is known to have occurred, disciplinary action will be taken by AUS administration. Bullying is a form of harassment that is characterized by repeated and escalating incidences of purposeful and hurtful actions, either direct or indirect, that make it more and more difficult for the victim to escape. Harassment

may be physical, verbal, social, and sexual, gender or cyber/technology based.

AUS Community members must report incidents of harassment immediately to AUS administration.

Consequences: Any form of harassment or bullying will not be tolerated at AUS. Any such incident should be reported to the teacher, counselor or administration immediately. Students who are found to be guilty of harassment or bullying will be subject to appropriate disciplinary action depending on the circumstances of the case. Serious cases could be subject to suspension or expulsion.

Follow up actions: After the investigation and substantiation of an incident involving harassment, the actions taken by the school will be communicated directly to parties involved as needed and in accordance with data privacy. This may include appropriate faculty/students as well as parents/guardians of the victim, perpetrator, and witnesses (as applicable). As applicable, AUS will offer proactive and sympathetic support to those directly involved with counseling, mediation or assertiveness training. All incidents and associated consequences stemming from harassment will be documented.

Drugs, Alcohol, Tobacco, Vaping, and Other Banned Substances

American United School strives to teach its students how to handle the problems of adolescence and society by setting, explaining, and maintaining standards. The school has clear practices banning the use of drugs, alcohol, and tobacco products. It is essential that everyone involved with the life of the school community understand these practices. The use, sale, or possession of drugs or alcohol on campus or at any school function, school-sponsored trips, even during vacation time, is prohibited. This includes attending any school function under the influence of drugs or alcohol. Breaking this rule may result in expulsion.

Smoking and other tobacco use is not permitted on the campus, on the surrounding streets, on any school bus, or when students are representing the school in public. The possession of drugs by anyone and the purchase of alcohol or tobacco by minors are illegal and against school practices.

Cell Phones & Electronic Devices

Mobile phones must remain turned off and not visible while on the campus. Personal music devices such as iPods or mp3 players, and cameras may be used before and after school. Violations will result in the item being confiscated, an infraction issued, and the device will be left in the school office. If a student needs to call a mobile number for emergency reasons, he/she may use the phone in the Middle School Office.

Cell phones and electronic devices must be inside backpacks or lockers (not visible) while on campus.

Cell phones and electronic devices are not allowed during Middle School lunch, homeroom, passing time, or detention.

Consequences for violation of electronic device rule:

1st Offense - phone will be confiscated and a parent must come to the school to retrieve it. **Only a parent, not a sibling, driver, nor nanny, can retrieve the phone.**

2nd Offense – phone will be confiscated, a parent must come to the school to retrieve it, and the student will receive lunch detention for one day. **Only a parent, not a sibling, driver, nor nanny, can retrieve the phone.**

3rd Offense – phone will be confiscated, a parent must come to the school to retrieve it, and the student will receive In School Suspension (ISS) for one day. **Only a parent, not a sibling, driver, nor nanny, can retrieve the phone.**

4th Offense – phone will be confiscated, a parent must come to the school to retrieve it, and the student will receive In School Suspension (ISS) for three days. **Only a parent, not a sibling, driver, nor nanny, can retrieve the phone.**

5th Offense – phone will be confiscated, a parent must come to the school to retrieve it, and the student will receive Out of School Suspension (OSS). **Only a parent, not a sibling, driver, nor nanny, can retrieve the phone.**

Vandalism & Theft at School

Students have the right to a safe and secure environment. Students are expected to be honorable and to demonstrate respect for other people's property and for the school's facilities and property. Any form of theft or vandalism is unacceptable. Depending on the circumstances of the case, the likely consequence is suspension or expulsion. Any theft or vandalism incident should be reported immediately to the appropriate teacher, counselor, or administrator. Students may fill out an incident report form available in the Middle School Office. Students are reminded that they are responsible for any valuables or personal property that they bring to school. Students should lock any personal belongings in their locker to prevent loss or theft. Keeping valuable or personal property in a backpack or bag does not guarantee safety. **AUS is not responsible for lost or stolen items.**

Dangerous Items at School

Dangerous articles are prohibited on campus and at school-sponsored activities. Articles considered dangerous include and are not limited to knives, firecrackers, air or toy guns, explosives and firearms. Any projectile can be considered a dangerous article. Possession of these items may lead to suspension or expulsion.

Profanity and Vulgarity and Racial Slurs

Profanity is inappropriate language or directing vulgar language or obscene gestures toward another individual or group. The school views this type of action as totally unacceptable and disciplinary action will be taken up to and including suspension.

Public Displays of Affection

Public displays of affection are discouraged and subject to disciplinary consequences. Students should show respect for one's self as well as others and the host country.

Student Behavior Expectations by Location

INFORMATION CENTER

The Information Center (IC) rules for behavior and care of materials are based on the AUS Code of Conduct. Students are welcome to use the IC before school, during lunch and recess, and after school. Students who go to the IC during class time without their teacher need a pass from that teacher. Students who repeatedly lose or damage materials or do not follow proper IC behavior will lose their IC privileges. Books are checked out for two weeks and may be renewed once. Books are to be returned on time. If a student does not return an overdue book, his/her report card will be held until the book is returned. A fee will be charged for damaged materials. If a book or other material is damaged beyond satisfactory repair, it will be treated as a lost book. If a book or other material is lost, the student will be charged the replacement cost of the item plus the cost of shipping, handling, and processing. Reference books cannot be checked out.

ASSEMBLIES

Assemblies take place during the school year. Concerts, guest speakers, academic awards, etc. will be presented for the students' educational and entertainment value. Student behavior is important to the success and value of our assemblies. All students are required to follow these guidelines for assemblies:

- Take your seat quickly and quietly.
- Be quiet when the speaker/performers speak.
- Give your full attention to the speaker/performers.
- Remain seated until dismissed.
- Follow teacher directions for dismissal.
- No whistling or other inappropriate behavior.

CAFETERIA

Students may bring their lunches from home, or they may choose from the many nutritional lunches that are available in the cafeteria. Students-issued ID will serve as their meal card. The meal card is swiped at the register, and an automatic debit of funds is removed from the card. The following expectations apply in enjoying lunchroom privileges:

- Deposit all trash in recycle bins.
- Leave the table and floor around you in a clean condition for others.
- When finished with lunch, students are to report to the designated area. Students are not to be in the hallways.
- Parents must sign in at the Receptionist before going to the cafeteria.
- There will be no "cutting" in the cafeteria lines. Students cutting will be assigned to the end of the line.
- Any student violating the cafeteria rules will receive a consequence.
- Students are not allowed to sit on the tables.
- Respect should be shown to cafeteria personnel at all times
- Music is not permitted in the cafeteria.

LUNCH BREAK

During lunch break, students are to adhere to the following rules/expectations:

- No touch/keep hands to self
- No rough games
- No bullying
- No fighting
- No throwing items
- No defiance – all requests and directives made by adult supervisors must be adhered to
- No glass bottles or containers allowed
- Food and drinks must be consumed in the cafeteria or courtyard

Hall Pass/Elevator Pass

Students need a hall pass to access the hallways and community spaces outside of passing time. Students in the MS building before or after school and during lunch need to have a scheduled meeting with and be supervised by a teacher. Students will need an elevator pass to use the elevator and can receive one from the Health Office. The elevator pass will only be issued by the Health Office when such needs are identified by a doctor within a specific time frame.

Prayer During Class Time

At AUS, we believe that students who wish to pray during the school day should have the opportunity to do so in a calm and respectful environment. Students will have the opportunity to pray at designated times, which will help minimize classroom disruptions as well as maximize class time. 6th, 7th and 8th grade students will be allowed to

leave class once per day at a time determined by our Islamic Department provided their parents have signed the prayer pass agreement. Prayer passes are monitored by our Islamic Department. Students who fail to abide by the prayer pass procedure will not be allowed to miss class to pray and will have their prayer pass revoked.

Gum

Gum is discouraged at AUS. We ask that all members of our school community refrain from chewing gum in the building. We also reserve the right to ask parties violating this practice to dispose of the gum immediately and appropriately failure to follow a directive from AUS staff to dispose of gum will result in disciplinary action.

School Bus Transportation

While riding AUS transportation, the student code of conduct applies. Participating in AUS bus transportation is a student privilege that can be revoked for student behavior issues. The principal/designee has the authority to suspend a student from the bus and to determine the length of the suspension. Refunds will not be issued for students who are removed from transportation due to behavior issues.

AUS Bus Transportation Discipline Plan

When a principal/designee receives a school bus incident report, the administrator **may** use the following disciplinary plan:

- **1st Offense:** A warning to the student with a report to the parent/guardian will be issued. It is expected that the parent/guardian will work with the student to help prevent a recurrence.
- **2nd Offense:** Disciplinary action will be taken at the discretion of the principal, depending on the seriousness of the infraction. A report to the parent/guardian will be made.
- **3rd Offense:** Suspension of riding privileges will result. The length of suspension will depend on the seriousness of the infraction. A report to the parent/guardian will be made.
- **Severe Disruption and Dangerous Behavior:** will result in immediate suspension of transportation privileges as well as additional disciplinary actions. This may include, but is not limited to the following:
 - Physical harm to any student.
 - Physical harm to the driver/attendant.
 - Physical harm to the bus.
 - Other severe behavior infractions not listed above

Uniform & Dress Code

Uniform Purpose Statement

AUS students wear a school uniform to be in line with AUS's Core Values of respect, responsibility and excellence. As a school located in Kuwait, the AUS uniform is designed to respect our host country's culture. Like similar private, college-preparatory schools in the United States, the school uniform reflects our high expectations for student excellence. The uniform promotes respect and responsibility for self and the school community.

AUS Boutique

The AUS Boutique is located in front of the Performing Arts Center, and is where students can purchase official AUS uniforms. The boutique sells the AUS uniform in all sizes. Online shopping is also available via the AUS website at <https://www.aus.edu.kw/>

General Uniform and Appearance Guidelines

Student appearance in the AUS uniform will be neat, clean and respectful. Students must be in uniform during the school day, and **keep their ID badge visible** as part of their uniform. At the start of the school year, the

administration will announce the uniform grace period time frame if necessary. After this time, all students are required to be in uniform each day. The purpose of the grace period is to give new and returning students ample opportunity to purchase a uniform.

Below are general requirements regarding the wearing the school uniform, special requirements for dress up/free dress days and personal appearance at AUS:

Personal Appearance

Students are expected to maintain a neat and clean appearance that reflects a respectful and professional learning environment.

Hair

- Hairstyles should be well-groomed and not disrupt the learning environment.
- Extreme or distracting hairstyles may be restricted.

Clothing

- **Uniform Days:** Students must wear the authorized AUS uniform on designated days.
 - Pants/Skirts: Must be authorized AUS garments, worn at the waist, and touch the knee when standing.
 - Shirts: Must be authorized AUS garments, buttoned all the way up (except for the top two buttons), and may be tucked in or untucked.
 - Sweaters and Hoodies: Only authorized AUS fleece and sweater options are allowed.
 - Hats are not allowed on uniform days.
 - Accessories: Accessories must be appropriate and not disruptive.
 - Socks/Tights/Leggings: Solid colors of black, white, burgundy, gray, or navy that are worn underneath the uniform pants or skirt are acceptable.
 - Footwear: Athletic shoes, traditional black or brown school shoes, or sturdy sandals are allowed.
 - Unacceptable shoes: Slippers, flip flops, shoes with wheels, high heels, spiked shoes, or Crocs
- **Non-Uniform Days:** Clothing must be culturally sensitive, appropriate for an academic setting, and follow general uniform guidelines.
 - Avoid revealing or inappropriate clothing.
 - Hats are only allowed inside the school building as part of a dress up/free dress day.
 - **Unacceptable shoes:** Slippers, sandals, flip flops, shoes with wheels, spiked heels, spiked shoes, Crocs
 - School administration reserves the right to determine if clothing, costumes, accessories etc are appropriate.

Specific Requirements

- **ID Badges:** Students must wear their AUS ID badges at all times.
- **Physical Education:** Students must wear the required P.E. uniform and follow specific guidelines.
- **Swimming:** Students must wear swimming attire, including bathing caps and goggles.
- **Special Classes:** Some classes may have specific dress requirements, such as aprons or safety gear.
- **Field Trips:** Students must wear formal uniform attire, unless otherwise specified.
- **Non-Uniform Days:** While non-uniform days are allowed, students must still adhere to general dress code guidelines and avoid inappropriate attire.

Prohibited Items

- Jeans with holes above the knee
- Slippers, flip flops, shoes with wheels, high heels, spiked shoes , or Crocs
- Low-cut or off-the-shoulder shirts
- Shirts with inappropriate language, messages, or images
- Replica weapons or clothing/accessories depicting weapons

Consequences: Failure to comply with the dress code may result in disciplinary action, including being asked to change clothes, not being allowed to attend school or enter the building and additional disciplinary action as needed.

Note: The school administration reserves the right to make exceptions to the dress code in certain circumstances.

Acceptable Use Practices and Digital Citizenship

The detailed Acceptable Use Practice Agreement signed off by parents during enrollment is [linked here](#)

Students and Parents sign are expected to read and sign the Acceptable Use practices (AUP) during the enrollment and re-enrollment process annually. If students break the Acceptable Use Practice agreement, the consequences could include but are not limited to suspension of computer privileges and/or disciplinary action. Students are to understand that the school network and tablets are owned by American United School and that AUS has the right to access any of the information used through the mediums provided through the school at any time.

Acceptable Use of Technology General Guidelines:

- Use technology to build community, not to isolate, offend or hurt others. (See Harassment and Bullying practices)
- Protect yourself and others by reporting misuse and not forwarding inappropriate materials or communications.
- Be a creative thinker, developing innovative products and processes.
- Share in an appropriate manner what you have learned and created.
- Give credit when using others' information.
- Only access your own accounts and accounts assigned to you by teachers.
- Use technology with transparency; hiding online activity is not permitted.
- Carefully consider the information and images that you post.
- Communicate with others in a respectful and helpful way.
- Handle all devices with care and respect.
- Stay safe and help us take care of our devices and networks.
- Technology at school is to be used for learning.
- Keep safe and consider carefully before publishing personal details.
- Keep personal accounts and passwords private and secure.
- Only search for, view, create and share content that is appropriate for the academic environment.
- If you see a message, image or other material that makes you uncomfortable, report it to a trusted adult.
- Protect computer equipment and software from harm.

The use of AUS technology resources for an illegal, inappropriate or unethical purpose by students is prohibited.

Acceptable Use of Technology Prohibitions include but are not limited to:

- Use of the technology resources for commercial or for-profit purposes;
- Use of any email other than the school's assigned account;

- Use of the technology for product advertisement or political lobbying;
- Allowing any other person to use their password or share their account;
- Unauthorized downloading or loading and/or use of games, programs, files, or other electronic media;
- Unauthorized installation, distribution, reproduction, or use of copyrighted software/materials on AUS computers;
- Use of the resources that results in any copyright violation;
- Use of school technology or the network for fraudulent communications or modification of materials in violation of law, such actions will be referred to appropriate authorities;
- Use of the resources to facilitate illegal activity;
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system;
- Use of hate mail, harassment, discriminatory remarks, and other antisocial communications;
- Use of the network to access or transmit obscene or pornographic material;
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users;
- Use of the network to misrepresent other users on the network;
- Disruption, abuse, or destruction of hardware, software, or the work of others in any way;
- Unauthorized use of chat rooms (pre-approval of curriculum appropriate chat rooms is required);
- Circumventing system security, guessing passwords, or in any way gaining unauthorized access to local or network resources;
- Use of email to send messages to multiple recipients (spamming). Group emails should be limited to school business;
- The email listing for AUS is the property of AUS and is not intended for distribution;
- Any other behavior deemed inappropriate in the Student Handbook, including plagiarism and cheating;
- Participation in network activities that place a strain on computer resources;

Acceptable Use of Technology Consequences for Inappropriate Use:

- The resource user shall be responsible for damages to the equipment, systems, or software resulting from deliberate or willful acts.
- Failure to follow the procedures and prohibitions listed above may result in the loss of the right to access to the Internet. Appropriate disciplinary procedures may take place, as needed according to student procedure .
- Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Acceptable Use of Technology Release From Liability:

- AUS will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- AUS will not be held liable for any damages caused by students either directly or indirectly through their misuse of technology, the internet or computer applications

HEALTH AND SAFETY

Safety Guidelines

A goal of AUS is to provide a supportive and safe environment to promote learning. Students' personal safety is of prime importance in the daily use of the campus facilities.

General safety rules include:

- No running in the buildings or in congested outside walking areas.
- No climbing to areas not intended for students.
- Using the right hand side of the stairs.
- Using appropriate safety equipment in laboratory-type classes and under the supervision of the teacher
- Using physical fitness equipment under the supervision of a staff member.
- Following the school rules and regulations for all areas of the campus
- Following the Directives of School Employees

Bullying & Harassment

Please refer to the Bullying & Harassment procedures under the Code of Conduct section of this handbook.

Health Services

Students can receive first aid in the student health office located on the basement level 1. MSHS students are to check in first at the Nurse's desk located on the ground floor between the middle and high school offices. Automated external defibrillators (AEDs) can be found in the building on campus.

MEDICATION

No prescription or over-the-counter drugs are allowed on campus unless an authorization to administer medication form is on file in the health office. The form must be signed by a parent/guardian and provides the school with the name of the medication, prescribed dosage, and other vital instructions and information. If students need to take medicine during school hours, the preparation must be left with the school nurse. The container must be clearly labeled with your name. A written explanation from a parent/guardian should also be submitted for non-prescribed medicine. Parents/guardians should discuss with the nurse the use of long term medication and emergency medication for certain conditions such as asthma.

Parents/guardians are requested to go to the Health Office to discuss the necessary information regarding the dispensing of prescribed medication. Parents/guardians are asked to sign a medical release form in the Health Office at that time. No prescribed medication will be given to children without the written permission of the parent/guardian.

ALLERGY INFORMATION

We seek to create an environment in which children with severe allergies can progressively assume responsibility for monitoring and taking action aligned with their medical condition.

AUS cannot guarantee that students will not be exposed to any conditions that may cause them to have an allergic reaction.

Rather, AUS seeks to minimize exposure to certain allergens in the lower grades and provides labeling for major allergens in the upper grades.

Counseling Services

The primary role of the Middle School Counselors is to advocate for students during these critical years of early adolescence. This is the time when students experience significant changes emotionally, socially, and physically. The counselors serve all students and seek to enhance student learning by focusing on three interrelated areas: Academic Development, Personal, and Social Development, and Career Exploration. Parents are encouraged to contact the counselors with any questions regarding your child in any of these areas.

Closed Circuit Television (CCTV)

For the safety and security of all members of the ASD community, the school maintains a comprehensive system of closed circuit television which is utilized to monitor on campus behaviors and activities both during and outside of school hours.

Campus Cleanliness

Maintaining the attractive appearance of the campus is the joint responsibility of all members of the community. Everyone is responsible for disposing of litter properly, whether one's own or someone else's. To minimize the litter on campus, students should keep all personal property in their backpacks. All students have a responsibility to respect each other's and the school's property and, therefore, must refrain from writing on, marking, decorating, borrowing without permission, or otherwise defacing school property or the property of others.

Outside Food and Beverages

Ordering food or beverages from outside to be delivered to school will not be permitted. **Food items ordered during the day will be confiscated.** Repeated infractions of the rules will result in disciplinary action. Any outside food or beverages for the purposes of class parties or celebrations brought to the school **must have prior approval from the school administration and teachers hosting the party must directly accept any orders during the school day.**

Dangerous Items at School

Dangerous articles are prohibited on campus and at school sponsored activities. Articles considered dangerous include, and are not limited to knives, firecrackers, air or toy guns, replica weapons as well as explosives and firearms. Any projectile can be considered a dangerous article. Possession of these items may lead to suspension or expulsion.

Drop-off and Pick-Up

It is extremely important to adhere to school security regulations related to drop-off and pick-up of students as it assists in the flow of the traffic and safety of the students around the school. We ask that all students are dropped off between 7:00 a.m. and 7:25 a.m. in the morning. All classes begin at 7:30 a.m. Students should not be in the buildings or around campus after 2:45 p.m. unless they are under the supervision of a teacher, staff member or parent/guardian.

Emergency Procedures

The Middle School has periodic drills during which students, faculty, and staff practice emergency procedures. During a Fire Drill, all students report to the grounds on each of the buildings, where attendance is supervised by Security, class teachers and administration.

ID Badges

All individuals entering the AUS campus are required to obtain and wear an identification badge at all times. Badges must remain visible at all times. In the interest of school security, faculty and staff have been advised to question anyone on campus without a badge. ***It is mandatory for all students to have their ID badges in order to eat in the school cafeteria. Replacement ID badges are available for an additional fee.***

Leaving School Grounds

Students being dismissed early must follow our check-out procedures and be accompanied by a parent. If a student

is leaving school due to illness, he/she must have reported to the Health Office. The nurse on duty will contact the parent/guardian who will pick up the student from the Health Office and then sign the student out. Students who do not follow the check-out procedure will be marked as unexcused and subject to additional disciplinary consequences.

Lockers

School Lockers

All middle school students are issued a designated locker. Students must use the lockers wisely, keeping them locked at all times and not telling anyone else their lock combination. In general, students are discouraged from bringing or wearing valuables to school. If a student does have valuables at school, he/she must exercise care in locking them away safely. The school does not take responsibility for valuables that are lost or stolen. Books, backpacks, and bags should not be left in the halls.

Students may decorate the inside of lockers with items that can be easily removed, but not the outside. At the end of the year, these decorations must be removed. Students are advised to use their lockers before school, at the breaks, at the beginning and end of lunch, and prior to the last class period of the day. This will help them to get to class on time. Having to access a locker is not an acceptable excuse for being tardy to class or advisory. No excessive amounts of food or snacks may be stored in the student's locker. Students are not permitted to open, utilize, nor store any items in another student's locker. Sharing is not permitted.

PHYSICAL EDUCATION LOCKERS

For physical education, students have access to lockers and will be expected to bring a lock. Students are discouraged from bringing any valuables to the locker rooms.

Lost and Found

Please check in the reception area in middle school if you have lost something, or if you have found something and are turning it in. The lost and found is located in the middle school reception area. AUS is not responsible for lost or stolen items.

Off-Limit Areas/Unauthorized Areas

In general, Middle and High School students are to remain in the area designated for high school or middle school use. Unless there is a specific reason to do so as guided by a teacher, high school students should not be in Elementary or Middle School designated areas unless authorized and vice-versa. Students are also not permitted to be loitering in unsupervised/non-public areas.

Pets on Campus

Pets are not allowed on campus unless they are part of an organized school activity with pre-approval from administration. This is for the health and safety of our school community.

Reduce, Reuse, Recycle

The environmental mission of the American United School is to educate each student to reduce, reuse and recycle and to contribute sustainable solutions to energy and resource problems in a rapidly changing world.

Reduce Reuse Recycle Respect Responsibility- "Be the Change You Want to See in the World"

AUS is committed to developing a more sustainable school environment through teaching and modeling

environmental awareness and responsibility. Working together as a team, faculty, staff and students will work to create an environmentally responsible community by striving to fulfill the environmental mission in all aspects of school life. We believe environmentally responsible behavior is a reflection of our school's values and therefore must be part of our lives and actions. We are committed to stewardship of the environment in our educational and administrative dealings. We must value, protect, preserve and replenish natural resources. We will foster a culture of environmental awareness in our students, faculty and staff that promotes responsible behavior. We commit to waste minimization and increasing recycling throughout the school including in classrooms, lunch rooms, libraries, administrative offices, sports facilities and common areas. We commit to reductions of energy and water consumption throughout the school. As an institution, our priorities, decisions and actions will be informed by their environmental impact.

Rollerblades, Skateboards, & Other Recreational Equipment

Skateboards, rollerblades, and scooters are not allowed on campus unless they are part of an organized and supervised activity. This is for safety reasons and for the protection of school property.

Supervision of Students

AUS provides adequate supervision of students both during class time and during break times. For the safety of all, students are reminded of areas that are off-limits and are expected to remain in designated areas only. It is impossible to supervise all areas at all times; therefore, students must adhere to the rules in this handbook and the student code of conduct.

Visitors

American United School does not generally allow students from other schools on campus during the school day. Visitors from other cities may, at the sole discretion of school administration, be allowed to attend if the visit has been arranged with the administration and cleared in advance with the school personnel involved. It is important for both the students and their guests that the work of the school day takes precedence and be respected. **Any strangers or unknown individuals on campus should be reported to Administration, Security and/or Staff immediately.**

Volunteers

At American United School we recognize that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the school. The contribution of volunteers to the work of the school is especially valued and respected. All volunteers need to read and sign the "Volunteer practices" document and have obtained prior administrative approval.

COMMUNICATION

Chain of Command

Following the chain of command at the American United School of Kuwait is essential for effective communication, collaboration, and decision-making. Here's a guide on how to navigate the hierarchy:

1. **Classroom Teacher (Level1):**

- a. Classroom teachers are encouraged to address day-to-day concerns within their classrooms independently.
 - b. For matters requiring support or guidance, teachers should engage with an administrator
2. **Building Principal (Level2):**
 - a. The Building Principal serves as the intermediary between classroom teachers and higher levels of leadership.
 - b. Teachers should communicate regularly with the Building Principal to discuss classroom-specific issues, share insights, and seek guidance.
 - c. The Building Principal is responsible for managing the overall school environment, shaping its culture, and fostering collaboration among staff.
3. **School Psychologist or Curriculum and Instruction Specialist (Level3):**
 - a. Teachers and the Building Principal may involve the School Psychologist or Curriculum and Instruction Specialist when specialized expertise is needed.
 - b. The School Psychologist focuses on students' social-emotional well-being, while the Curriculum and Instruction Specialist contributes to academic excellence.
 - c. Collaboration among teachers, the Building Principal, and these specialists is crucial for a well-rounded and comprehensive educational experience.
4. **Director (Level4):**
 - a. Major decisions affecting the strategic direction and overall management of the school rest with the Director.
 - b. The Director collaborates with the Building Principal, School Psychologist, Curriculum and Instruction Specialist, and other leaders to set long-term goals and shape policies.
 - c. While routine matters are managed at lower levels, the Director oversees decisions that have a significant impact on the institution.

Communication and Collaboration:

- Teachers communicate regularly with the Building Principal and/or Dean to address classroom-specific concerns.
- Collaboration occurs between teachers, the Building Principal, and specialists to integrate support services, refine curriculum, and optimize instructional practices.
- The Director ensures that communication flows harmoniously among all levels of leadership to achieve the school's overarching goals.

Decision-Making:

- Classroom teachers make decisions within their classrooms, with guidance from the Building Principal.
- The School Psychologist and Curriculum and Instruction Specialist contribute their expertise to decisions affecting the broader educational landscape.
- The Director, working collaboratively with other leaders, holds the responsibility for major strategic decisions that shape the trajectory of the school.
- By adhering to this dynamic and interconnected chain of command, the American United School of Kuwait aims to create a vibrant, supportive, and high-achieving educational community, providing a transformative learning experience for all students.

English Language School

The primary language at AUS is English. English is the language of instruction with the exception of Arabic, Islamic and world language classes. As English is the language common to all students and staff at AUS, it is considered a common courtesy to speak in English when in a diverse group both inside and outside the classroom.

Student and Parent Portal

The Student and Parent Portals (**Portal** throughout this document) are provided to enhance school to home and home to school communication. The primary goal of these portals are to provide opportunities for students to take responsibility for their own learning. The Parent/guardian's role is to engage in conversations with their student about their progress and to prompt their student to work with the respective teachers regarding missing assignments, improving performance, and setting goals for the future.

Parents/guardians and students can monitor current grades in all courses by logging in to the Parent Portal or Student Portal. Teachers regularly update the online gradebook and make note of missing assignments. While the Portals provide parents/guardians and students with easy and regular access to information about progress and achievement, parents/guardians and students are advised to maintain regular communication with the teacher where concerns are evident.

Parents/guardians and students are also advised to take a long-term approach when looking at student progress. Daily fluctuations will happen as new assignments are added, but the long term learning gains made by the student need to remain as the top priority.

Students and Parents/guardians are expected to be on the Portal on a frequent and regular basis.

Electronic Communication and Digital Learning Platforms

GOOGLE CLASSROOM

Google Classroom is an online Learning Management System for members of the AUS community that facilitates a view into learning between students and teachers. Teachers post summaries of courses, upcoming week's work, future assessments and electronic copies of class material. Some teachers may also use Google Classroom to collect student work or have students collaborate on a project, discuss a topic online or as a springboard to other AUS online resources. Students should NOT submit assignments via email unless they are directed to do so by their teacher.

Student Announcements

Student Announcements are to be read on a daily basis. The announcements contain up-to-date information about school activities and other important information. During homeroom, Academy, or during the 2nd hour class, teachers post announcements for students and discuss upcoming events. Announcements are also located on the log-in screen of Parent/ Student Portal and on digital signage throughout the building.

Report Cards and Parent/Teacher Communication

Report cards for students will be sent via Parent / Student Portal four times a year, on a quarterly basis. Progress reports will be issued mid-quarter. We hold parent/teacher conferences twice per year. Opportunities to visit with your student's teacher are not limited to these pre-scheduled conferences. If you wish to visit concerning your student, please contact your student's teacher via email, or phone the office to arrange a time.

Telephone Use

When the need arises for your child to contact you during the school day, they may use the Middle School Office phone. Mobile phones are not to be used during class time or during school activities for either making or receiving calls or sending or receiving text messages. Students in violation of this may have their mobile phone confiscated,

issued an infraction, and returned at the end of the school day (if first offense). **If you need to contact your student during the day please call the Middle School Office and we can get a message to them. We ask that parents/guardians do not phone their students during the school day, as this is disruptive to the learning environment and may result in student phones being confiscated. If such an incident occurs, depending on the setting (i.e. – testing, presentations, etc.) a parent/guardian may have to pick up the device from school administration.**

STUDENT LIFE & ACTIVITIES

Student Council

Student Council provides opportunities for students to exercise their willingness to serve the school community, both as representatives and as leaders.

The responsibilities of the Student Council are as follows:

- Keep and uphold school rules, as well as set positive examples for other students.
- Work in collaboration with students, faculty, and administration to generate ideas to improve student life.
- Be active in overseeing, coordinating, planning, and attending middle school assemblies and activities (dances, spirit days, and so forth) under the supervision of the student council advisors, and administration.
- Meet with the other STUCO members from all grade levels to discuss events and issues related to the Student Council, the school, and the larger community.
- Support the efforts of the community service program at the school through other outreach events.

Student Council membership is a privilege, and students who do not meet their responsibilities can and will be asked to resign.

After School Academy

After School Academy provides an opportunity for students to receive one-to-one assistance with academics. Students may sign up with their subject teacher to attend.

Campus Life

MIDDLE SCHOOL SPONSORED ACTIVITIES

All Middle School activities are sponsored by student groups under faculty supervision. Faculty supervisors are required to fill out the activity request and turn it in to the MS Office for approval. Students may participate in any AUS Middle School activity if they have attended one half-day of school and have not been suspended. This same rule would apply to all athletic, academic, and arts activities. Students should follow the AUS dress code for all events unless otherwise communicated prior to the activity with approval from the administration. Only students enrolled in AUS may attend the grade-level sponsored events. Parents/Guardians must pick up students within 15 minutes after the end of the event. Students are to be in attendance for the entire activity unless otherwise communicated to the faculty sponsor by a parent/guardian for early pickup. This is for student accountability and safety. A student may not return to the activity after leaving. Only AUS students are allowed to attend MS-sponsored activities. Students who have been suspended from school are not allowed under any circumstances to attend any AUS Athletic or other AUS Activity on the days or evenings of their suspension. Students who do so will face additional suspensions or removal from AUS.

Athletics and Activities

[Please see the AUS Athletics Handbook for detailed information](#)

MIDDLE SCHOOL ATHLETIC PROGRAM PHILOSOPHY

The Athletics Department is responsible for the selective, competitive school teams at AUS. All Middle School students are eligible to try out for Under 14 teams and eligible to try out for the Junior Varsity teams (when available).

To be eligible to participate in athletics, a student must be passing all courses and be regular in attendance. All students must have a physical examination by a qualified physician prior to participation in athletics. To be eligible to participate in the first event, the student must have completed practices per the coaches expectations. Each student is responsible for athletic equipment issued to her/him.

UNDER 14 (U-14)

(Grade 6-8 and under 14 years of age as of Sept 1)

The philosophy at the U-14 level is to provide the student-athlete with fundamental skills to develop them for the next level of participation with the intent to provide equal playing time for all qualified team members. Within reason, playing time is more important than winning and losing. We encourage all U-14 student-athletes to participate in intramural programs.

JOINING AN AUS ATHLETIC TEAM

All students will receive information leading up to the season and students may sign up online. Students should report for tryouts on the predetermined date.

Student-athletes have a right to know the standards upon which participants are selected for a team. All student-athletes will have an opportunity (at least two days) to demonstrate their skills and abilities before team selection takes place.

Parents/Guardians should expect that every candidate is treated fairly and given every consideration. Coaches are sensitive to students' feelings of disappointment at not being selected for a team. Upon request, the coach will meet with each individual and attempt to explain the reasons why he/she did not make the team. While we understand that not being selected is disappointing for many athletes and their parents/guardians, team roster sizes are limited. Athletes not selected are welcome to try out again next season or to try another sport. Students who are selected must understand that they are committing to the team and that they are valuable members of the team. The team cannot move forward and progress without a full team in attendance.

ACTIVITIES ELIGIBILITY INFORMATION

Student Activities Code of Conduct: It is an honor to represent AUS, not a right. Students participating in co-curricular programs are considered to be in positions of leadership. They represent the school and the community.

Students are not eligible for co-curricular activities when:

- If a condition of their Academic Improvement, Behavior, Attendance or Conditional Enrollment Plan is not met
- Students will also be ineligible due to suspension or any serious behavior infractions.

Students will be assessed for eligibility before the beginning of each co-curricular activity. Report card grades will be used to determine eligibility when possible. Communication of eligibility regarding U14 athletics will be provided by the Athletic Office. Communication of eligibility regarding the Arts will be provided by the Fine Arts Department Chair. In addition, students must demonstrate punctuality and regular attendance at school. Any student deemed to have excessive tardiness or absences from school or individual classes may also be ineligible to

participate in co-curricular events. In every case, a student must be in school on the day of an after-school event, and in school the day before an away trip in order to participate.

Student Spectators and attendance at events: It is a privilege to spectate at AUS events, not a right. Students attending AUS programs, events, and games represent the school and the community. Students who do not represent the school well, argue with adults/staff, or have behavior issues will not be allowed to attend AUS programs, events, games, etc, and will be subject to disciplinary actions.

Study Trips

In order for a student to take part in a study trip, trip permission slips must be signed by a parent/guardian, and up-to-date health and emergency forms must be on file in the middle school office. Additionally, if a student will miss class, all teachers must be notified in advance. Students are expected to comply with the rules and regulations of the place they are visiting, as well as the rules of American United School.

CONDUCT ON SCHOOL TRIPS AND ACTIVITIES

In general, students are expected to attend school at the assigned time right after a trip or major activity. School-sanctioned events do not count towards a student's accumulated absences per semester. If a student returns from a school trip after midnight, the student is expected at school the next day, but parents/guardians may write a note to excuse the student from the first 2 classes of the day if the student needs to catch up on sleep.

STUDY TRIP PERMISSION

Before a student can participate in a study trip, he/she must have a parent permission form on file signed at the time of enrollment and annually during re-enrollment.

Fundraising & Community Outreach

AUS supports student efforts to help important causes and charitable organizations they are passionate about. AUS provides meaningful opportunities for students to provide outreach services with a balanced approach in mind. The student outreach plan furthers the mission of the American United School, specifically, to build global citizens.

GENERAL FUNDRAISING CRITERIA

- Student fundraising includes both the collection of money and in-kind donations for a cause.
- Fundraising is authorized in the context of student clubs and recognized charitable organizations.
- Student fundraising ideas and proposals are directed and approved by the administration.

Parent Teacher Student Organization website

The Parent /Teacher /Student Organization (PTSO) is the largest parent/guardian involvement group at AUS. The PTSO meets with administration and team leaders to plan teacher-parent socials, to arrange parent/guardian meet and greets and provides support and assistance to school programs and activities.

Parent Volunteers

We encourage parents/guardians to volunteer and support the educational activities at AUS. Opportunities to volunteer are wide ranging . All volunteers are required to have obtained prior administrative approval. Continue to read the weekly update in order to keep informed about upcoming opportunities to volunteer.

School Pictures

School pictures are taken yearly for the school yearbook. Parents/Guardians have the option to purchase photos taken during school. Later in the year retakes are available for students who were not in school on the day of the photos or need pictures retaken for technical reasons.

Posters/Publicity

A club sponsor teacher may approve public displays such as posters or banners. The school does not allow advertisements for specific products or business establishments. If a club would like to promote a special event in the Middle School, they may have up to 10 posters approved for posting by the administration. These should be submitted to the Middle School Office at least two days before they need to post. Only non-stick tape may be used to display posters. The tape will discolor or pull the paint off the walls. Displays should observe spelling and grammar rules as well as refrain from being offensive to any individual or group.



AMERICAN UNITED SCHOOL OF KUWAIT

مدرسة المتحدة الأميركية في الكويت

DISCLAIMERS AND LIMITATIONS

AUS reserves the right to change the practices and procedures contained in this handbook as needed throughout the school year. While care and effort have been invested into developing the practices and procedures contained in this handbook to address situations likely to occur in school, situations may occur that fall outside the processes described. In such cases, the Administration reserves the right to respond in a manner deemed appropriate.