



AMERICAN UNITED SCHOOL OF KUWAIT

مدرسة المتحدة الأمريكية في الكويت

2017 - 2018 HIGH SCHOOL HANDBOOK

American United School

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Mission

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

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,

INTEGRATION

staff and families are committed to educating the whole child.

- 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 HIGH SCHOOL CORE VALUES

Core Value 1: Compassion, We Believe...

- It is our responsibility to teach students that *life is a calling of service to others*.
- The act of **being** through community service and humanitarian outreach enriches the lives of our students.
- The act of **being** through community service and humanitarian outreach enriches the lives we serve.
- Giving of oneself is more than a responsibility. It is a privilege.
- Something larger than self, recognizes true potential, finding real happiness and fulfillment through service to others.

Core Value 2: Respect, We Believe...

- Embracing the diversity of our student population, staff, and community strengthens our community.
- Always be aware of and honor others' feelings, rights, and perspectives.
- Every person has equal and inherent value.
- Demonstrate concern and understanding for the growth and development of others.
- Value and support everyone's worth and dignity, being ready to learn from the guidance of adult and student leaders.

Core Value 3: Integrity, We Believe...

- Integrity and honesty are essential to ensuring a safe and secure learning environments.
- Choose words and actions that are sincere, trustworthy, and honorable.
- Be courageous, remain dedicated and self-controlled, even when challenged.
- Be committed, disciplined, and resilient.

Core Value 4: Responsibility, We Believe...

- Everyone is responsible for their choices, being aware and careful of the decisions made.
- Being helpful embraces opportunities to contribute and advance positive goals in family, school, and community.
- Students take responsibility for their own actions.
- Accountability, perseverance, and reliability are essential to life-long learning.
- Practice ethical decision making proves others can depend on you.

Core Value 5: Excellence, We Believe...

- Striving for excellence is vital to our success.
- Developing creative solutions and putting them into action.
- Learn by continuously developing and deepening our knowledge, skills, and leadership abilities.
- Achieve excellence through innovation, advanced use of technology, and establishing our self as... The Better Choice!

To implement our High School Philosophy and to achieve our stated Core Values, we establish and promote:

- Strong bonds established in Advisory; establishing and maintaining positive and appropriate relationships.
- Collaborative teams of teachers who meet regularly about student progress, engaging students in rigorous and relevant instruction.
- Interdisciplinary and collaborative teaching, recognizing the unique learning styles of each student.
- Core values - teaching about, maintaining, and modeling cultural proficiency and a school culture that places priority on the educational needs of students, through ongoing teacher professional development.
- 21st century educational & technology facilities for students to thrive as 21st century learners.
- Classrooms and spaces that facilitate active, collaborative learning environments, preparing students to engage in a world community, be good and productive citizens, and instill values of high standards.
- Develop leaders and inspire innovators through shared learning and life experiences, personal and intellectual development combined.
- Promote student success.

Quick Facts

SCHOOL HOURS

7:30 a.m.- 2:45 p.m.

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Principal Letter

Dear AUS High School Students,

It is with great enthusiasm and excitement that I come to AUS. I am honored to be a part of this great school, as I am honored to welcome you to another successful school year and look forward to getting to know each of you. This handbook is a valuable resource for you and your parents. It will help guide you through your high school years here at AUS and help answer many questions that you may have. As an AUS student, you are surrounded by highly qualified outstanding educators that are here to guide, support, and challenge you. We look forward to helping you grow and stretch throughout this academic year, we stand ready to ensure you are challenged and inspired to become the best version of yourself!

The AUS Vision is to provide you an outstanding American education and to inspire each of you to become a lifelong learners and responsible global citizens. At AUS, we always emphasize taking the most rigorous courses that will challenge you and improve academic growth opportunities. We strive daily to make sure your learning environment not only supports academic success and

your physical well-being, but also supports your development into young adulthood, building good character and personal confidence.

The AUS Mission is designed to guarantee that your experience here at AUS prepares you to reach your optimal potential and ensures that you have the needed knowledge and experiences that will ultimately drive your success beyond your high school years. To be successful in the competitive global 21st century workplace requires you to embrace and excel in the five areas that the AUS mission outlines. *An AUS graduate* will understand that creativity and innovation are the engine of achievement. They will also embrace collaboration as the way that you can achieve more in less time with greater quality. *An AUS graduate* will learn to comprehend and seek academic growth by challenging themselves to rigorous coursework and by diving deeper into gaining knowledge in areas in which they are passionate. *An AUS graduate* will not simply accept or contain diversity, but they will celebrate it, understanding that all humans deserve to be treated fairly and that it is our differences that make this world beautiful. *An AUS graduate* will be confident in their ability to harness and enhance their lifelong learning opportunities through technology. They will know and understand that the world is at their fingertips and that opportunities to truly impact the world in a positive way is not beyond their reach!

“If your actions inspire others to dream more, learn more, do more, and become more, then you are a leader.” – John Quincy Adams

I challenge you to be a leader of your own learning and to help lead those around you by inspiring them to dream more, learn more, do more, and become more!

Dr. Craig Ross
AUS High School Principal

The central functions of our academic community at AUS are learning, teaching, research and scholarship. Therefore our school's purpose is to provide our motivated students with a plethora of opportunities to demonstrate success and maximize their potential for growth in preparation for career and college readiness. Students will be able to pursue a program of studies that challenges and enriches their learning experiences in a global society.

As such, we are committed to:

- challenging students in their development of academic discipline and excellence
- enhancing their skills in language arts, the humanities, mathematics, the sciences, athletics, and performing arts
- encouraging their development of the higher level cognitive skills of analysis, synthesis, and evaluation
- promoting the characteristics of active and responsible citizenship

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respect for the dignity of others, and openness to constructive change



Courses

A complete list of academic courses offered can be found in the High School Course Description Guide. It is located as a link under the Academics Tab on our website.

Core Courses

Core courses are the foundational learning program of the High School experience. Each student in the High 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 learn the Quran in a full year course as well. Students are required to take the following courses each year: Math, English/Language Arts, Science, Social Studies, as well as the elective courses that are offered. Arabic students are required to take Arabic and Islamic Studies as required by the Ministry of Education.

Fine Arts and Technology

Fine Arts courses are designed to expose high school students to visual arts, theater and music. These courses promote student creativity and develop deeper understanding of artistic concepts. In Grade 9 and 10, all students have an opportunity to select a variety of courses in art, drama, technology and music. These elective courses build on the overall foundational experience for student learning, assisting in developing more sophisticated skills and concepts in the arts, music and technology. All students at AUS High School have the opportunity to participate in a Drama, Theatre and Music permitting there is enough interest. If you play an instrument, or would like to, you can sign up for band/orchestra. The band/orchestra is involved in performances and other programs in and out of school.

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 to complete a project / essay / assignment, preparing for an upcoming topic by doing research or reading, etc. Homework is assigned and explained by teachers 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, and should expect to do approximately two uninterrupted hours of homework each night under normal circumstances. If it is the case that your child appears to 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 which requires time and effort outside the regular classroom.
2. Homework shall be meaningful and have purpose aligned to course standards.
3. Homework shall be prescriptive and differentiated to meet the needs of teachers' diverse student populations.
4. Assignments may vary upon 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 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 on each student's progress towards the learning goals. Student learning and grading is 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 High School will take the Measure of Academic Progress (MAP) test for math, reading, and language usage. The MAP results allow teachers to get immediate feedback of their student's areas of strength, as well as areas they need to focus their instruction. Taking the test at the beginning and end of the school year will also allow teachers and students to reflect upon student growth in these areas. More information the MAP test can be found at www.nwea.org/map.

TEXTBOOKS

As a 21st century school, our students have access to many of our textbooks online. Each teacher will 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 must write their complete names in ink on the inside cover. 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 turned in 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.

ADVISORY

High school developers have widely promoted advisory programs as a way to strengthen connectedness at the high school level. Broadly defined, advisory programs are configurations in which an adult advisor meets regularly with a group of students to provide academic and social-emotional mentorship and support, to create personalization within the school, and to facilitate a small peer community of learners (Association of Secondary Level Education, 2009). In the HS Advisory Program, a small group of 10-13 students meet two times per week with an Advisory teacher from their grade level. These small, supportive groups' help students check in with one another, gain information, and get prepared for success. On Tuesday and Wednesday, grade-level Advisory groups meet for a 30-minute period in which teachers and students work together on a program designed around themes of development, service and community. Students are required to maintain an electronic portfolio of their work in the Advisory class. **This class is graded and students will receive a PASS/ FAIL grade.**

Grading

Purpose of Reporting

The purpose of reporting is to communicate to parents and students specific and useful information about students' level of proficiency in meeting learning goals, development of learning habits and identified areas of strength as well as areas for growth.

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.

Grading Elements

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

A+	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.
A	93-96	
A-	90-92	
B+	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.
B	83-86	
B-	80-82	
C+	77-79	Satisfactory Achievement. The student has mastered the basic objectives in the subject area with direction and stimulation by the teacher, is progressing in initiative, application of knowledge, and accepting responsibility for learning.
C	73-76	
C-	70-72	
D+	67-69	Below Average (Needs Improvement) in achievement. The student has mastered few of the basic objectives in the subject area.
D	63-66	
D-	60-62	
F	59 and below	Unsatisfactory Achievement. The student has not mastered the basic objectives in the subject area.
I	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.

Reporting and Recording Grades

1. Reporting

- 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 for all courses four times a year.
- 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.
- A student enrolled in a course for twenty-one (21) days or more after the start of the course must receive a letter grade for that grading period.

2. Recording

- Teachers will maintain a record of each student's work, progress, and attendance on a daily basis on Portal. Teachers are to update Portal by Wednesday of each week.
- Teachers must assess a variety of student performances such as written assignments, homework, projects, classroom participation/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.
- c. Teachers must record a minimum of three grades per week on Portal; more than three is highly recommended. If a class meets once per week, then only one grade per week minimum is required.
 - d. Teachers must return graded papers and assignments in order to provide on-going, timely feedback to students and parents. A portfolio assessment of each student’s work is recommended as additional documentation of student performance.
 - e. Teachers will grade and give a score for all student assignments.
 - f. A student will receive a failing grade (“F”) for assignments, test, or quizzes when the following occurs:
 - i. A student has cheated on a test, quiz, or assigned project.
 - ii. A student fails to produce work within an assigned timeframe.
 - iii. A student who has an excused absence fails to produce make-up work in a reasonable timeframe.
 - iv. A student has an unexcused absence.
 - v. A student does not demonstrate satisfactory progress at the level of instruction indicated. (Below 69%)
 - vi. If a student does not work on the task/assessment, the teacher will assign a zero. If a teacher determines that the student did not attempt to meet the basic requirement of the task/assessment, the teacher may assign a zero. This does not preclude teachers from giving daily markdowns to give students every opportunity to complete an assignment before giving a zero for the assignment.
 - g. Grades will not include systemic assessments that are a part of benchmarking measures (MAP testing).
 - h. 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.

The goal of grading and reporting is to provide the students with feedback that reflects their progress toward the mastery of the indicators and content standards.

Grade Categories and Distribution

- Formative (45%): Formative Assessment is part of the instructional process. When incorporated into classroom practice, it provides the information needed to adjust teaching and learning while they are happening, at a point when timely adjustments can be made. Formative assessment is student practice, student involvement, and teachers providing descriptive feedback.
- Summative (55%): Summative Assessments are given periodically to determine at a particular point in time what students know and do not know, help evaluate the effectiveness of programs, school improvement goals, and/or student placement in specific programs.

	Factors	Brief Description
Formative 45%	Homework (Formative)	This includes all work completed outside the classroom to be graded on its completion and student’s preparation for class (materials, supplies, etc.) and other tasks as assigned.
<i>Formatives are Used to inform instructional decisions, students groupings, etc.</i>	Classwork (Formative)	This includes all work completed in the classroom setting including: <ul style="list-style-type: none"> ● Group participation ● Notebooks ● Warm-ups ● Vocabulary ● Group discussions ● Active participation in projects ● Completion of assignments ● Other tasks as assigned

	Performance Based Assessments (Formative)	This includes assessments that are written, oral, and performance based including: <ul style="list-style-type: none"> ● Tests & quizzes ● Portfolios ● Research and/or projects ● Oral Presentations ● Other tasks as assigned
Summative 55% <i>Summatives are used to measure mastery of content standards.</i>	Performance Based Assessments (Summative)	This includes assessments that are written, oral, and performance based including: <ul style="list-style-type: none"> ● Tests & quizzes ● Portfolios ● Research and/or projects ● Oral Presentations ● Other tasks as assigned
	Culminating Test and/or Performance Projects (Summative)	This includes: <ul style="list-style-type: none"> ● Unit assessments ● Unit portfolios ● Research and/or projects ● Oral presentations ● End-of-unit assessments ● Chapter tests ● End-of-semester exams ● Other assessments as assigned ● END OF QUARTER ASSESSMENT (Will account for 15% of Summative Grade)

*A minimum of **two** formative grades must be entered weekly (depending on framework of pedagogical lesson, i.e. units or weekly lesson planning).

A minimum of **one summative grade must be entered per Unit.

Grading – Excused Absences

1. Students who have an excused absence from a class will have the opportunity to make up missed assignments.
2. Teachers are required to provide make-up work (within 2 school days) when requested for students who have an excused absence; including suspensions.
3. For all suspensions, teachers are required to provide make-up work and assignments to all students, unless other educational alternatives are provided. It is the responsibility of the parent(s)/guardian(s) to contact the school and make arrangements.
4. Students who have an excused absence may not be penalized for work requested but not provided by the school for periods of such excused absence.
5. The number of days allowed to make up missed work will be equivalent to the number of days of excused absences. This timeline will begin when the teacher provides the student with the assignments within 2 school days of the return. Students who fail to complete missed assignments within the allotted time will receive 0 (zero) for each assignment.
6. If students with excused absences return to school near the end of the quarter or semester and do not have sufficient time as described above to make up the missed work, and (“I”) grade will be assigned.
7. The student’s average for the previous quarter (the quarter in which the (“I”) grade was assigned) will be recalculated and changed on the report card by the next semester.
8. In the second semester report card, if an (“I”) grade would otherwise have been assigned, teachers will use all existing grades to determine the student’s final grade at the administrator’s discretion.

Grading – Unexcused Absences

1. In High School, a student with unexcused absences will receive a “failing” grade for any day(s) of such absence(s). The failing grades will be averaged with other daily grades.

Late Work

High School, a student with unexcused absences will follow the late work policy. Assigned work is due at the beginning of class; late submissions will result in lowered grade. A teacher will expect that work is still submitted and may, through communication with parents, create a mandatory completion session for the student or request the student to attend a regularly scheduled Extended Learning session on Monday, Tuesday, or Wednesday. When teachers record the assignment, a "0" will be entered as well as the coding note of M (Missing) to indicate that an assignment has not been submitted. Late work will not receive full academic credit. The grade will be reduced by 10 points for every day not turned in. Late work will be accepted for academic credit up until the time the teacher judges that the academic integrity of the assignment would be compromised (e.g. when the assignment is handed back or the class has thoroughly reviewed the learning). After this time the teacher may require that a student complete the assignment for formative learning purposes. Normally, a student has a maximum of one week from the end of the quarter or semester to make up all incomplete work. This requirement may be changed only under special circumstances. All late work is to be completed before teachers enter final grades for the course.

Grade Point Average (GPA)

Determining Final Grades

1. For semester and year-long courses, all semester grades will be given weight equivalent to the amount of days the class meets per week when computing final grades.

<u>Subject:</u>	<i>Ara bic</i>	<i>A rt</i>	<i>AF L</i>	<i>Engli sh</i>	<i>Mus ic</i>	<i>Forei gn Lang</i>	<i>Technol ogy</i>	<i>Ma th</i>	<i>Scien ce</i>	<i>Isla mic Studi es</i>	<i>Socia l Studi es</i>	<i>Physic al Educati on</i>
<u>Days/W eek:</u>	5	5	5	5	5	5	5	5	5	3	5	5
<u>Weight:</u>	5	5	5	5	5	5	5	5	5	3	5	5

2. In averaging grades, the letter grades for are translated to the traditional four-point scale. The average grade is computed by adding the numerical equivalent for all letter grades and dividing by the number of grading periods.
3. The grading scale for final grades is as follows:

Grad e Rang e	93 – 100	85 – 92	74 – 84	63 – 73	Belo w 0 - 62
Letter Grad e	A+ – A-	B+ – B-	C+ – C-	D+ – D-	F

Grade Point Average (GPA)

1. The above mentioned numerical equivalents will be used in computing the GPA from report card letter grades.
2. The following grades are not included in GPA calculations:
 - a. ("I")
 - b. ("F")

Principal's List/Honor Roll

1. The purpose of the school wide principal's list/honor roll program is to recognize and honor High 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.
2. The AUS High School will implement this honor roll system that recognizes students for high academic achievement at the end of each quarter during the school year. The school recognizes student for performance at two levels: Principal's List and Honor Roll.
3. Students qualifying for each level of honor roll will be identified based on grades entered on student report cards in High School. The following criteria will be used to identify students at each level:
 - a. Principal's List: Students with at least a 4.0+ GPA with no grade on the report card below an ("A").
 - b. Honor Roll: Students with a 3.0+ GPA with no grade on the report card below a ("B").

Report Cards

- Report cards for High 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 High 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

Transcripts

Students requesting transcripts prior to graduating will pay the processing fee of KD 3 for 1 or 2 transcripts for KD 5 .Students graduating will receive 5 transcript copies as part of the graduation fee.

Academic Practices

- Teachers will provide independent practice on daily work (daily assignments and homework activities). Teachers will provide brief progress checks (short quizzes; reviews or warm-ups).
- The academic grade will reflect a student's achievement of standards for the subject.
- All teachers will report academic achievement separate from student dispositions (participation, behavior, time management, etc.).
- Primarily summative assessments will be used as evidence to determine student achievement of standards.
- In cases of inconsistent student performance, teachers will rely on their professional discretion to decide whether additional assessments are needed.
- Alternative assessments will be used when appropriate as determined by the teacher. Upon early attainment of a standard, extension work will be provided.

Contacting Teachers

Students are encouraged to contact and consult teachers with questions or for extra help or challenges. Teachers are flexible to assist 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, please only meet with teachers before or after school if you and the teacher have agreed to a

prearranged meeting. Parents should always check in with the office before meeting with a teacher in the classroom.

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).

These actions are dishonest and unacceptable. Academic dishonesty is one of the most serious violations of school expectations and may result in expulsion.

Many colleges require the secondary school to report incidents of academic dishonesty to them when the student is applying to the college for acceptance.

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 a qualified teacher who provides the classroom teachers with teaching strategies and accommodations (accommodations are changes in the teaching methods, environments, 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, changes in learning objectives according to the standards, are not included as part of the policy at this school. The Middle School SST program is primarily an inclusion service delivery model that provides three levels of academic support. 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, counselor, teachers and administration. Teachers will be expected to contact parents of students who are struggling academically.

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 to 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, and Administration. 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 and Administration.

Students will not be eligible for co-curricular activities in the first term of their Academic Improvement Plan. A review of the Academic Improvement Plan at the next reporting period may lead to the 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 parent 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 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 administrator 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.

Enrichment Period

Enrichment Period was developed to give students 45 minutes of additional time on Tuesdays and Wednesdays during the school day for assistance in core classes in which they were experiencing academic problems. Math, English, Science, and Social Studies teachers are required to request students who have below a C average in their class to work with them during Enrichment Period. Non-core teachers also have the opportunity to request students to work on various projects and performances. Priority is given to core subject teachers.



After School Academy

The Extended learning 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 opportunity to complete missing assignments, receive homework help, participate in clubs, or receive more intensive academic help.

Conferences

PARENT CONFERENCES

The High School hosts a number of opportunities for students and parents to come together with teachers to reflect on goals, performance and next steps. By the end of the first semester, teachers in High School will conduct a conference with every parent to discuss student's achievement and school performance. Parent conferences are encouraged at any time during the school year if the conference will enhance a parent's understanding of and support for their child's schoolwork and school performance.

BRINGING YOUR CHILD TO THE CONFERENCE

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 child accompany you to student, parent- teacher conferences throughout the year. These following questions help guide the student-parent-teacher conference to teachers:

- What academic areas are my child's strengths/ areas of opportunity?
- Which learner development skills are my child's strengths?

Counseling Services

The primary role of the High School Counselors is to advocate for students during these critical years of young adulthood. This is a critical 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.

High School Class Schedules

2017-18

SUNDAY/ MONDAY/ THURSDAY SCHEDULE

Begin Time	End Time	Total Minutes	Class Period
7:30	8:15	45 min	Period 1
8:15	8:25	10 min	Announcements
8:25	8:30	5 min	Class Transition
8:30	9:15	45 min	Period 2
9:15	9:20	5 min	Class Transition
9:20	10:05	45 min	Period 3
10:05	10:10	5 min	Class Transition
10:10	10:55	45 min	Period 4

10:55	12:15	80 min	Period 5 (Lunch Block)	
			Lunch 6th/ 7th Grades 10:55-11:25	Lunch 8th/9th/10th Grades 11:45-12:15
12:15	12:20	5 min	Class Transition	
12:20	1:05	45 min	Period 6	
1:05	1:10	5 min	Class Transition	
1:10	1:55	45 min	Period 7	
1:55	2:00	5 min	Class Transition (Final Locker Break)	
2:00	2:45	45 min	Period 8	

TUESDAY/ WEDNESDAY BLOCK SCHEDULE

Begin Time	End Time	Total Minutes	Tuesday Classes	Wednesday Classes
7:30	8:50	80 min	Period 1	Period 5
8:50	8:55	5 min	Class Transition	Class Transition
8:55	10:15	80 min	Period 2	Period 6
10:15	10:20	5 min	Class Transition	Class Transition
10:20	11:40	80 min	Period 3	Period 7
11:40	12:10	30 min	Lunch/ Advisory (6th/7th)	Lunch/ Advisory (6th/7th)
12:10	12:40	30 min	Advisory/Lunch (8th/9th/10th)	Advisory/Lunch (8th/9th/10th)
12:40	2:00	80 min	Period 4	Period 8
2:00	2:45	45 min	Enrichment / Intervention	Enrichment / Intervention



Attendance Procedures

Classes begin promptly at 7:30 a.m. Students must arrive between 7:00-7:25 a.m. in order to have adequate time to get to school to partake in the school day, but please, plan ahead and be prepared for the school day. Classroom attendance will be recorded within our Student Information System (**Student/Parent PORTAL**) no later than 10 minutes after class begins. Any corrections due to late/tardy students will be made by the designated office personnel.

When students are absent from school, parents must call (2553 0150) to verify the absence. If a call is not received, the office will contact the parents/guardian to confirm the student's' absences each day. If a teacher is notified of an absence by a parent, they will refer the parent to the office.

When students are late to school, they must check in at the office before going to the classroom. They will pick up a tardy slip which is to be given to the teacher. Teachers will not admit a student without a tardy slip. Documentation of the tardy will be entered into the Student Information System.

Students leaving early **MUST** be checked out through the office. **Parents must come into the building to sign their child out.** Under no circumstances will a teacher release a student without direct notification from the office. Any student leaving prior to 11:00 a.m. will be counted absent for the day.

The school day ends at 2:45 p.m. High school students must exit the building and be in the care of their parents, an afterschool program or independent library study (available until 3:30 p.m.), by 2:55 p.m students must report and be in the care of and supervised by a teacher or advisor. High school students who are on campus unsupervised outside of school hours will be subject to a discipline infraction and will be asked to leave the campus.

High School Attendance Expectations

Students arrive to school prior to the beginning of class; 7:30a.m.
Students remain on campus the entire day,
Students have no more than 10% of absence per class.
Parents are to call and notify the school when a child is absent,
A child who is absent for 3 or more days will bring a doctor's note within 2 days of their return to school,
A student who accumulates absences totaling 10% or more of the school days will be placed on conditional enrollment status.

Tardies and leaving early

Students arriving after 7:30 a.m. must stop at the school office for a tardy slip. Students leaving prior to 2:45 p.m. must check out with the Executive Assistant in the school office. Morning tardies will be monitored by the Counselor. If, after an initial redirect from the teacher a student demonstrates continued tardiness, each subsequent tardy will be recorded as an infraction. **(See the school wide discipline policy)**. Parents 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.

Arriving to class on time is important for the overall education of the student. Students arriving late to any class, including advisory, will be marked tardy. 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 HS Office with questions or concerns. 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 affected teachers.

Excused Absence (E)

Students who are not present for class due to a counseling or administrative issue will have their absence from class excused (E). Students are expected to take responsibility for any work missed during this absence. School Related Absence (S). Students may be absent from school for a variety of school related reasons, including athletic events or other co-curricular events. The student is responsible for communicating with his or her teachers two days prior to the absence to obtain any assignments he or she will miss. Students are allowed one day for each of the days absent from school to make up missing work and assessments.

Extended Absences for Vacation (Unexcused Absence)

As an international school with a diverse student population, we understand that extended travel is sometimes necessary. However, we expect parents to review the calendar to schedule vacations during non-school day/s. We also request that parents notify the school one week in advance of travel. Staff will make an effort to provide students with the activities and assignments covered during the travel time. All make-up work is the student's responsibility.

Examples of Excused Absences

- Illness (absences exceeding three days may require a physician statement).
- Medical/Dental appointments (we highly encourage you to make these appointments outside of school hours).
- Required Ministry appointments.
- Visa Fulfillment
- Due to observance of a holiday or ceremony of his or her religion.
- Driver's license test.
- Serious family emergency i.e. funeral.

Examples of Unexcused Absences

- Family vacation/sporting events.
- Oversleeping/alarm failure
- Arriving to school 10 minutes after the start of school or checking out more than 10 minutes before the end of the day without an acceptable reasons
- Leaving school during the regular school day without approval of a school official or other non-emergency situations.
- Personal grooming appointments (hair, nails, tanning, etc.)
- Employment/job interview
- Shopping/errands
- Skipping class/leaving campus without following proper procedure
- Needed at home/babysitting
- Car trouble
- Missing the bus/ride

- Needing sleep or rest

Conditional Enrollment: Attendance Contract

AUS only recognizes illness as an excused absence. All other absences are excused at the discretion of the principal. Students are expected to miss no more than 4 days per quarter. Excessive absences will be tracked and students missing 10% of the school may be placed on conditional enrollment: Attendance Contract. Teachers will communicate with the principal if there are specific concerns with any student. Students may participate in any AUS High 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.

Absences and Assignments

See Grading-Excused Absences and Late Work.



Caring

Kindness

School-Wide Discipline Plan

The AUS High School Discipline Plan is currently being revised to include Merit/ Demerit Points that will be assigned to rewards or infractions. Please check back August 2016 for a detailed plan.

Thanks for your patience on this matter.

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).

Multiple minor infractions may be treated cumulatively as a major infraction. A student who has committed multiple minor infractions is subject to all of the penalties in this handbook, including detention, loss of privilege, 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 policies and procedures. The following are general guidelines and procedures that AUS Middle 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 policies and procedures. Issues not included here will be addressed in a fair and consistent manner.

ROCKS

R-respectful: Respect the personal rights and property of others, including school materials and equipment and work to keep school grounds clean and safe.

O-rganized: Come to class on time, ready to learn. Be prepared with all teacher/classroom required materials.

C-operative: Take responsibility for your own learning and contribute to the learning of others by participating in class lessons. Respond quickly and in a positive manner to the direction or request of any staff member and/or adults on campus. Respect and follow the school's uniform policy.

K-ind: Demonstrate compassion and kindness to others at all times. Speak politely to everyone, use appropriate language, and demonstrate good citizenship throughout the school.

REWARDS

When student exhibit these core values, **ROCK** Tickets can be awarded. Any student who goes above and beyond what is expected will be celebrated for demonstrated the best values. Students can exchange **ROCK** tickets throughout the year for prizes.

CONSEQUENCES

Teacher redirection

A teacher 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 can occur during lunch or at any time appropriate with the teacher, where detentions occur after school or during lunch.

Infraction

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 an infraction to the student. This is a formal documentation of the undesired behavior.

Both the student and his or her parents are notified of all infractions via email from the issuing teacher. Infractions will lead to further disciplinary action, such as lunch detention, after school detention, but not limited to suspension.

Detention/Lunch Detention

A detention is issued by a teacher or 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 are notified of the assigned detention session via email. Three detentions in a semester warrant a meeting with the student and his or her parents to determine if level 2 consequences are necessary in redirecting the student's behavior.

Detention sessions are held weekly on Thursdays from 7:45am-245 pm, during the normal school day. Students who skip or miss detention will serve a make-up detention and be assigned an additional detention. Exceptions will only be made under rare circumstances and by prior approval from Administration.

Restitution

Restitution is defined as action taken by the student to restore relationships and/or property that has been damaged as a result of a negative behavior choice.

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 will be informed of the length of the suspension by phone call 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. The administration will decide if additional activities such as school dances, activities, intramurals, school trips, or tournament attendance should be included in the suspension.

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. 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 reviewed regularly 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.

SEARCHES

The school has the right to search locked areas if there is reasonable belief 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.

FOLLOW UP

After the investigation and substantiation of an incident, the actions taken by the school will be communicated directly to all parties involved, including appropriate faculty/students as well as parents/guardians of the victim, perpetrator, and witnesses (as applicable). In addition, AUS will offer proactive and sympathetic support to those directly involved with counseling, mediation or assertiveness training. All incidents/ consequences will be documented.

BULLYING

Bullying behavior is defined as cruel or hostile behaviors involving a student who is the bully towards another child who is the victim. American United Schools has taken a strong stand on preventing bullying behaviors in our schools. Examples of physical bullies are those acts using physical aggression, or taking the victim's property. Verbal bullies use words to hurt or humiliate another student, with the bully often saying, "I was only joking." Relational bullies try to control relationships by persuading some students to reject others. Relational bullies commonly spread hurtful rumors. AUS High School has a zero tolerance policy regarding 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 High School.***

DRUGS, ALCOHOL AND SMOKING

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 policies on the use of drugs, alcohol, and tobacco products. It is essential that everyone involved with the life of the school community understand them. The use, sale, or possession of drugs or alcohol on campus or at any school function, including 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 policy.

Uniform & Dress Code Policy

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 the 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.

GENERAL GUIDELINES

Student appearance in the AUS uniform will be neat, clean and respectful. Students must be in uniform during the school day. At the start of the school year, returning students are to be in uniform beginning with the first day of school. New students will be granted a one week grace period at the start of the school year. This allows new students ample time to purchase and launder the uniform before wearing it to school. Hair must be neat and clean. No hairstyles or haircuts which cause a school disruption will be allowed. The school administration reserves the rights to determine if the style or cut is appropriate.

AUS BOUTIQUE

The AUS Boutique is located in front of the Performing Arts Center. The boutique sells the AUS uniform in all sizes. Online shopping is also available via the AUS website at www.auskuwait.com

WEARING THE UNIFORM

Below are general requirements regarding the wearing the school uniform:

Pants/Skirts/Shorts:

- Skirts touch the knee when standing.
- Shorts touch the knee.
- All bottoms are worn at the waist with no undergarments showing.

Shirts:

- Shirts are buttoned all the way up. Students may opt to leave the top two buttons unbuttoned.
- Shirts may be worn tucked in or untucked.
- A solid white undershirt may be worn, so long as it does not show on the arms or at the bottom of the uniform shirt.
- A collared uniform shirt must always be worn under the sweater and fleece garments.

Coats, Sweaters and Hoodies:

- Students wear only the authorized fleece and sweater options made available through the school's boutique or AUS

Athletic team sweatshirts

- **All other over garments are not acceptable.**

Accessories:

- Accessories that do not detract from the learning environment are acceptable.

Socks/ Tights/Leggings

- Students may wear solid colored black, white, burgundy, grey, or navy tights and socks of the same color scheme.

Footwear:

- Students wear shoes that fully support, protect and enclose the foot. This allows students to be active, safe and comfortable throughout the school day.
- Acceptable shoes: Athletic shoes, traditional black or brown school shoes that enclose the foot, sturdy sandal that is secured to the foot with a back strap.
- Unacceptable shoes: flip flops, shoes with wheels, high heels, spiked shoes and Crocs.

Hats/ Hijabs

- Hats are recommended to be worn outdoors for sun protection.
- Hats may not be worn in the school building.
- Female students may wear Hijabs that are solid colored black, white, burgundy, grey, or navy.

Physical Education Uniform

Wearing a P.E. Uniform is mandatory, and students not in uniform will receive an infraction. In the Middle School PE uniform is not allowed in the regular classrooms, during lunch, or in the morning before class except for when the student has P.E. during the first block of the day. It is the responsibility of the student to take his/her uniform home at least once a week to be laundered. MS students may be required to take showers and must change back into their school clothes at the end of P.E. class.

Swimming Attire

- The swimming uniform consists of a one piece suit for girls (with the option of shorts) and swim shorts for boys.
- Bathing caps and goggles are mandatory for all students.

Special Class Requirements

Some classes will require students to wear special clothing for a variety of reasons. An art class will require students to wear aprons or smocks at times to keep their uniform clean. The drama class may at times require students to wear costumes depending upon the class activities. Whatever the case may be, students will receive specific instructions from their teachers about such requirements. Special dress requirements will always be in line with the AUS uniform purpose statement.

Field Trip Uniform

As a part of the AUS Dress Code, students have specific requirements when participating in a field trip. On most occasions, unless otherwise communicated by the teacher, students wear formal uniform attire, which includes blazer, dress shirt, tie (for boys) or bow tie (for girls), uniform pants or skirt.

Non-Uniform and Dress Down Days

- Occasionally there may be non-uniform and dress down days where students do not have to wear the uniform to school. On such days the AUS dress code must be followed. As a general guideline, the non-uniform garments must cover the same areas covered by the school uniform.
- On costume days, students are not allowed to use any accessories depicting weapons including but not limited to toy guns, knives, swords, etc. Students should plan ahead and check with an administrator to be sure they don't make questionable clothing choices.
- Those who are not properly dressed or groomed will be asked to change clothes. Parents will be notified of dress code violations. A violation may result in disciplinary measures.

Acceptable Use Policy (Technology)

Students are expected to read and sign the Acceptable Use Policy (AUP). If they break the agreement, the consequences could include 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.

- Use technology to build community, not to isolate, offend or hurt others. (See Harassment and Bullying Policy)
- 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. (See

Vandalism & Theft Policy

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 High School Office. Students are reminded that they are responsible for any valuable 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.

Gum Policy

American United School is a NO gum school. 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 policy to dispose of the gum appropriately.

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, as well as explosives and firearms. Any projectile can be considered a dangerous article. Possession of these items may lead to suspension or expulsion.

Profanity and Vulgarity

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.

Public Displays of Affection

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

Code of Conduct (Locations)

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 cafeteria.

LUNCH BREAK

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

- No touch policy!
- No rough games
- No bullying
- No fighting
- No throwing items
- No food or drink allowed outside the cafeteria
- No defiance – all requests and directives made by adult supervisors must be adhered to.

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 with a specific time frame.

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.

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. An individual staff member will handle these misbehaviors.

Examples- Include the following, but not limited to:

- Minor class disruptions
- Minor hall disruptions
- Dress code violations
- Late to class
- No pass in halls
- Unauthorized electronic equipment
- Sleeping in class
- Minor cafeteria disruptions

LEVEL 2

Level 2 misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the classroom or of 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:

- Multiple level 1 behaviors
- Disrespect towards staff
- Forgery & lying
- Unacceptable language/gestures
- Parking/driving violations
- Class cuts
- Cutting detention
- Possession of tobacco
- Possession of lighter, matches, or other incendiary devices
- Excessive displays of affection
- School tardiness
- Truancies
- Gambling
- Threats
- Insubordination
- Bus disturbances
- Internet violations
- Theft
- Vandalism and /or Graffiti

LEVEL 3

Level III misconduct involves acts directed against persons or property, but whose consequences do not seriously endanger the health or the safety of others in the school.

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.

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
- Unmodified Level II
- Stealing/Possession of stolen property
- Student fighting
- Destruction of property
- Verbal assault, verbal intimidation or threat toward a staff member
- Physical Aggression Toward Staff
- Leaving school ground
- Threats against personal property
- Use of tobacco
- Lighted objects
- Harassment
- Drug/ Alcohol possession
- Use and/or possess a firecracker/other explosives, use and or possess on school property
- Discriminatory Remarks/ Inappropriate Comments
- Weapons
- Weapons Replica, Makeshift Weapon
- Verbal Abuse and/or Verbal Threat/Intimidation NOT Directed at Staff – Includes Name Calling, Teasing, Taunting, Gesturing, or Cyberbullying

HS SCHOOL WIDE DISCIPLINE PLAN

The HS school wide discipline plan provides a clear and succinct plan for rewarding students for appropriate behaviors and issuing consequences for inappropriate behaviors. It includes several components: Student of the Month, ROCK Tickets, and a Merit/Demerit system. These parts make up the sum of the school wide discipline plan.

MERIT & DEMERIT SYSTEM OVERVIEW

The goal of this Merit & Demerit System is to encourage self-discipline. AUS expects students to be well disciplined and to maintain the highest standards of behavior and respect at all times. Students who earn merits or do not receive any demerits will be rewarded at the conclusion of each quarter. Merits and Demerits will EXPIRE at the end of each quarter.

AUS BEHAVIORAL EXPECTATIONS

- Always Safe
- Always Responsible
- Always Respectful
- Always Positive
- Always a Global Citizen

ROCKS

R-espectful: Respect the personal rights and property of others, including school materials and equipment and work to keep school grounds clean and safe.

O-rganized: Come to class on time, ready to learn. Be prepared with all teacher/classroom required materials.

C-ooperative: Take responsibility for your own learning and contribute to the learning of others by participating in class lessons. Respond quickly and in a positive manner to the direction or request of any staff member and/or adults on campus. Respect and follow the school's uniform policy.

K-ind: Demonstrate compassion and kindness to others at all times. Speak politely to everyone, use appropriate language, and demonstrate good citizenship throughout the school.

MERIT/DEMERIT REQUIREMENTS

How are Merits Earned?

Students who demonstrate the following POSITIVE BEHAVIORS can earn merits: (Merits are not issued for academic success. All merits are given at teachers' discretion or are based upon the ROCKS and monthly positive behavior quality, etc.)

Students must go above and beyond normal expectations to earn merits.

- Demonstrating Responsibility
- Demonstrating Kindness
- Demonstrating Integrity
- Demonstrating Empathy

ISSUING MERITS

Students with zero demerits will be invited to attend the merit celebration at the end of the quarter.

If student meets AUS behavioral expectations.

- Merits are neither earned nor lost.

If student goes above and beyond AUS behavioral expectations to be nominated for Student of the Month.

- Any staff member may nominate a student for Student of the Month.
- The Student of the Month will receive 5 merits.
- The Student of the Month will receive special rewards.
- The student must exhibit EXEMPLARY behavior in order to receive a merit.

CRITERIA FOR “STUDENT OF THE MONTH”

The Student of the Month program is meant to promote success in and out of the classroom. For a student to be a well-respected citizen, they must be able to balance many different areas of life. They must exemplify outstanding characteristics both as a student and as a citizen of the community. The student must be able to handle many different aspects of student life while maintaining excellence in the classroom. This award is designed to nominate and select students who promote and take pride in American United School (AUS) and in themselves.

Nomination Criteria

To be nominated as Student of the Month the candidate must be a current AUS student. The student will exemplify character in and out of the classroom. A student cannot receive the award more than once within a year.

Who Nominates? Students will be nominated by AUS faculty and administration each month. Each month the staff will be reminded of the nominations and sent a link to complete the nomination form. Each staff member can only nominate one (1) student per month per grade.

Selections-The selected student's picture, name, and teacher comment will be showcased during the month of recognition on school monitors. The student will also be highlighted in AUS MHS newsletter. The administration will also present a Student of the Month certificate to the student.

Classroom Student- Does the student prepare for classroom activities? Does the student go above and beyond his/her role as a student? Has the student made significant progress in your classroom? Has the student been working to their potential? Does the student have all work turned in?

Citizenship- Is the student a positive role model? Does the student actively participate and put forth full effort? Does the student demonstrate respect to the student body, staff, and faculty? Does the student exhibit good character? Does the student follow school rules? Does the student arrive to school and to class on time?

Personal Development- Does the student engage in extra-curricular activities? Has the student volunteered at school or in the community? Is the student a member of a club or organization outside of school?

STUDENT OF THE MONTH RULES

- Teachers introduce monthly character trait at the start of each month most often during a pre-planned advisory lesson.
- Teachers encourage students to incorporate the monthly character traits in their day to day

lives both in and outside of school.

- Teachers nominate students who display the monthly trait's characteristics, positive student behaviors inside and out the classroom, as well as model citizenship. Teachers/Administration will submit those names to Ms. Hall on the last Wednesday of each month by 12:30pm.
- Each staff member can only nominate one (1) student per month per grade.
- Once nominated, teachers cannot re-nominate that same student during the same month.
- On the last Monday of each month, Ms. Hall will tally the number of times each student per grade level has been nominated. (E.g. Abdul's name was sent in by 3 different teachers, Taylor's name was sent in twice.
- There can only be one 'Student of the Month' per grade level.
- In case of a draw, the advisory teachers will cast the tie breaking vote and decide on a winner from their group based on behaviors they have witnessed that month.
- Recognition Assemblies will be held on the last Tuesday of each month in the Performance Arts Center (PAC) during Advisory time.

Rewards include:

- Free dress day
- Lunch with a preferred teacher
- Picture display on school screens
- Teacher for a class period
- Feature in the Principal's newsletter

If student exhibits the ROCK's character trait of the month towards others.

- Any staff member may issue a ROCK ticket.
- The student will also earn a merit.
- During the Merit celebration, students may turn in the ROCK tickets for additional rewards, such as elevator/homework passes, treats, etc.

ROCK TICKET RULES

- Teachers are given a certain number of ROCK tickets per week.
- Teachers will distribute ROCK tickets to students when they demonstrate how they "ROCK" in the hallway, cafeteria, toilets, recreation areas, pods, sofa areas, study trips, stairways, and at arrival and dismissal time from school.
- Students place ROCK tickets in the 6th, 7th, 8th, 9th, or 10th grade box in the respective reception area (MS/HS) based on their grade level.
- Each Thursday afternoon, Ms. Hall will draw one winner from each grade level's box. These students will be recognized in the Daily Morning Announcements for the entire week.
- A recognition assembly will take place during
- Enrichment block on the first Tuesday of each month to recognize all ROCK and Student of the Month winners.
- Winners will draw a coupon from the rewards box.

Rewards include:

- Reduced Homework pass
- Elevator pass
- Lunch with a Teacher or Administrator A dress-down day.
- Listen to Music during independent work time, only.
- Sweet Treat & more
- A pass to skip a lesson

Rewards for Merits/Zero Demerits

All students have the opportunity to earn merits. Students who earn ROCK tickets by demonstrating the character traits and behavioral expectations of an AUS student will be rewarded in various ways. Possible end of quarter celebration:

- Pizza party
- Field trip
- Free time in gym or roof top
- Movie at PAC with snacks
- Ice cream party
- School time to play games or video games like wii or xbox Popcorn Party

Monthly Character Traits

Month	Character Trait	Definition
September	<p>Responsibility</p> <p>Taking ownership of my thoughts, words and actions.</p>	<p>A duty or obligation to perform. Being accountable for your own behavior. This includes self-discipline, organization, work ethic, and completing tasks.</p>
October	<p>Friendliness</p> <p>Sharing yourself with others, taking interest in other people, making others feel welcomed, personable and engaging.</p>	<p>The quality of being friendly; affability</p>

November	<p style="text-align: center;">Positivity</p> <p>Being peaceful, supportive, thoughtful, optimistic, excited, patient, joyful, having faith in oneself, having faith in others, showing kindness</p>	The practice of being or a tendency to be positive or optimistic attitude
December	<p style="text-align: center;">Compassion/Kindness</p> <p>Be helpful to those in need, opening a door for someone, help give others motivation, show consideration for others</p>	Showing a genuine concern for the welfare of others and being a kind supportive helper.
January	<p style="text-align: center;">Fairness/Justice</p> <p>Think how your actions will affect others, listen to people with an open mind, don't take advantage of people, play by the rules, tell the truth at all times</p>	Demonstrating impartial, unbiased and equitable treatment for all. Putting in effort to do something correctly, safely, or without causing damage or harm.
February	<p style="text-align: center;">Empathy/Respect</p> <p>Be a good listener, become more open with people, focus your attention outwards, encourage, be helpful, be thankful</p>	Showing high regard for self, others, and property.
March	<p style="text-align: center;">Trustworthiness/Honesty</p> <p>Be honest, don't deceive, cheat, or steal, Be reliable — do what you say you'll do, have the courage to do the right thing, build a good reputation, be loyal — stand by your family, friends, and country</p>	A feeling that includes trustworthiness. Being honest and reliable in carrying out commitments.

April	<p style="text-align: center;">Caring</p> <p>Be kind, be compassionate and show you care, express gratitude, forgive others, help people in need, be charitable and altruistic</p>	<p>Displaying kindness and concern for others</p>
May/June	<p style="text-align: center;">Determination</p> <p>Being intent on achieving a goal, knowing what you want to achieve, overcoming obstacles</p>	<p>The quality of being determined; firmness of purpose</p>

How are Demerits Issued?

LEVEL 1 BEHAVIORS

Students who demonstrate the following Level 1 behaviors “CONSISTENTLY” will receive 1 demerit: The demerit will be issued after two warnings and personal conference with the student. Upon the third occurrence of any combination of the behaviors listed below, a demerit will be issued.

Classroom Behaviors (Each teacher is responsible for issuing warnings/demerits within his/her classroom)

- Disruptive behavior
- Tardiness
- Off-task behavior
- Chewing gum
- Eating where prohibited
- Lack of classroom materials/unpreparedness
- Littering
- Improper conduct
- Failure to follow instructions/directions
- Use of inappropriate language
- Unauthorized personal technology usage (personal technology may be confiscated)
- Inappropriate use of school technology
- Student ID not available/ failure to produce student ID
- and other infractions deemed inappropriate

School wide Behaviors (Any staff member may issue a warning; however, on the third offense a demerit will be issued)

- Disruptive behavior
- Dress code violation
- Not following directions
- Tardiness

- Chewing gum
- Eating where prohibited
- Littering
- Running or talking loud in the hallways
- Failure to comply with directives
- Use of inappropriate language
- Unauthorized personal technology usage
- Unauthorized locker usage
- Outside of classroom without appropriate pass
- Out of authorized areas
- Inappropriate use of school technology
- Student ID not available/ failure to produce student ID
 - and other infractions deemed inappropriate

LEVEL 2 BEHAVIORS

Students who demonstrate the following Level 2 behaviors will receive IMMEDIATE demerits and consequence:

The following Level 2 behaviors will be issued 2 days of lunch detention and 2 demerits:

- Disrespectful behavior (failing to follow instructions continuously in same incident)
- Disruptive behavior
- Dangerous horseplay
 - Public display of affection

Students who demonstrate the following Level 2 Behaviors will receive IMMEDIATE demerits, referral to the office, and consequence:

The following Level 2 behaviors will be issued after-school detention and 4 demerits:

- Aggressive Argument with or without physical contact
- Attempted fight
- Damage of school property
- Skipping class
- Stealing

LEVEL 3 BEHAVIORS

Students who demonstrate the following Level 3 Behaviors will receive IMMEDIATE demerits, referral to the office, and consequence:

The following Level 3 behaviors will be issued in-school suspension and 7 demerits:

- Defiant behavior/ Blatant Disrespect towards 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.)
- Bullying
- Cyberbullying
- Extremely Offensive/Inappropriate Language
- Cheating
- Plagiarism (*Utilizing someone else's thoughts, work, or ideas, presenting it as your own*)

The following Level 3 behaviors will be issued out-of-school suspension and 9 demerits:

- Fighting**
- Sexual misconduct**
- Possession of weapon**
- Possession of tobacco, drugs, or alcohol**

(** = Demerit, Referral to the Admin, & Consequence up to Expulsion based on administrator's discretion.)

Demerit Consequences

Any student that earns a demerit will not be allowed to attend the end of the quarter celebration.

# DEMERITS	CONSEQUENCES
1-3	<p>Lunch Detention</p> <ul style="list-style-type: none"> • Demerit #1 = 1 Lunch detention • Demerit #2 = 2 Lunch detentions • Demerit #3 = 3 Lunch detentions • Parent notification (Rediker) <p>The student must report directly to designated room and will eat lunch in silence; lunch will be delivered.</p>
4-6	<p>After School Detention</p> <ul style="list-style-type: none"> • Demerit #4 = 1 after school detention • Demerit #5 = 2 after school detentions • Demerit #6 = 3 after school detentions • Parent notification and signature <p>The student must report directly to designated room at 2:40 pm.</p>
7-8	<p>In-School Suspension</p> <ul style="list-style-type: none"> • Demerit #7 = 1 day in-school suspension • Demerit #8 = 2 days in-school suspension • Student conference, parent notification with signature and/or parent conference. <p>**Some offenses qualify for automatic in-school suspension at the administrator's discretion.</p>
9 or more	<p>Out of School Suspension</p> <ul style="list-style-type: none"> • Demerit #9 or more = 1-5 days out of school suspension • Student conference, parent notification and conference. <p>**Some offenses qualify for automatic out-of-school suspension at the administrator's discretion.</p>

AUS Discipline Policy Appeals Process

In the event that a student or parent 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 In or Out of School suspensions.

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

Below explains the responsibilities of each party involved in the appeals process:

Student or Parent

- Upon the receipt of the statement of disciplinary action from an administrator, the parent or student has until the close of business (3:30) on the next school day to make an appeal.
- The appeal can be a hand-written letter or an email.

Discipline Appeals Committee

- Upon receipt of the appeal, the committee shall 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 hear 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. Since 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 action necessary 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.

School Bus Disciplinary Plan

The principal/designee has the authority to suspend a student from the bus and to determine the length of the suspension.

DISCIPLINARY 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 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. 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.

HIGH SCHOOL 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.

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 policies and procedures.

The following are general guidelines and procedures that AUS High 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 policies and procedures. Issues not included here will be addressed in a fair and consistent manner.

Student Action	Definition	Classification	Staff Actions	Administrative Action	Possible Interventions	Further Possible Interventions
Caps, Fireworks, and Explosives	Use and/or possess a firecracker/other explosives, use and or possess on school property	Safety	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents, Conferences with Student Completes Statement Form	- In-School Suspension - Out-of-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Referral to Principal - Parent/Principal Reentry Conference	- Referral to School Director - Expulsion
Discriminatory Remarks/ Inappropriate Comments	The use of racially or culturally motivated hate language toward another individual OR comments that are considered sexual in nature	Behavior	<u>Teacher/Staff</u> Refers to Counselor	<u>Counselor</u> Notifies Parents of Both Parties; Student Meeting with Counselor (who Informs Principal of Outcome) Completes Statement Form	- Loss of Privileges - Restorative Practices - In-School Suspension - Refer to Principal	- Out-of-School Suspension - possible expulsion - Referral to School Director
Student Action	Definition	Classification	Staff Actions	Administrative Action	Possible Interventions	Further Possible Interventions

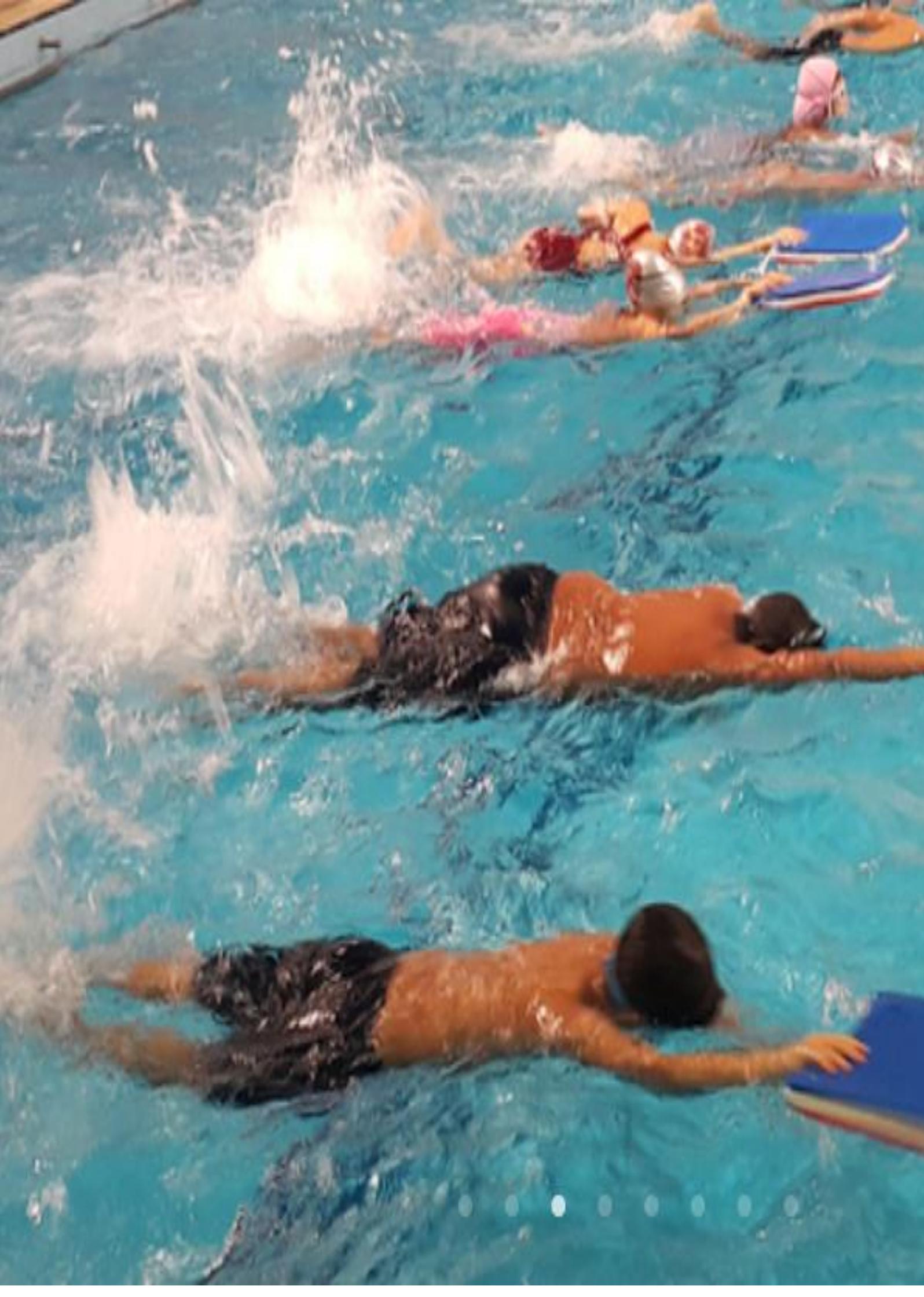
Disruptive and/or Inappropriate Behavior(s) (3rd Offense)	Any behavior or purposeful action deemed disruptive or detrimental to the learning environment	Behavior	<u>Teacher/Staff</u> Refers to Office (After 1 st and 2 nd Offense Intervention)	<u>Office Staff</u> Notifies Parents; Student Meeting with Principal and/or Designee Completes Statement Form	- In-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Parent and Principal Conference	- Out-of-School Suspension- - Classroom Re-entry Conference with Parents, Principal, and Teacher
Drug, Drug Paraphernalia, and/or Alcohol Possession/Use	Alcohol and/or drugs and items that can be used to ingest unlawful substances not authorized by a physician's prescription prohibited on school property, as well as the unlawful use/possession of such substances on or off school grounds	Alcohol, Drug Violation - Unlawful Substance	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents, Conferences with Parents, Student, and Principal Completes Statement Form	- Out-of-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Parent/Principal Reentry Conference	- Referral to School Director - Expulsion
Drug or Alcohol Distribution	Alcohol or controlled substances which are not authorized by a physician's prescription with intent to sell or distribute.	Alcohol, Drug Violation - Unlawful Substance	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents and Counselor, Conferences with Parents, Student, and Counselor Completes Statement Form	- Out-of-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Parent/Principal Reentry Conference	- Referral to School Director - Expulsion
Electronic Device mis-use	Using an unauthorized electronic device in class or in the school at a time not approved by a teacher or Admin.	Behavior	<u>Teacher/Staff</u> Contacts Parents; Conferences with Student Refers to Counselor	<u>Office</u> Electronic device is confiscated until the end of the day and/or parent pickup of device. Completes Statement Form		
Student Action	Definition	Classification	Staff Actions	Administrative Action	Possible Interventions	Further Possible Interventions

Fighting	Participation in, instigating, and/or aiding a fight	Assault	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents of Both Parties; Student & Parents Meet with Counselor and Principal and/or Designee Completes Statement Form	- Loss of Privileges - Restorative Practices - In-School Suspension pending mediation/intensity) - Behavior Contract - Referral to Counselor - Out-of-School Suspension	- Out-of-School Suspension - Expulsion - Referral to School Director
Physical Aggression Toward Staff	Physically assaulting/abusing and/or physically threatening staff member on or off school grounds and/or in conjunction w/ a school activity	Assault	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents of Both Parties; Student-Parent-Principal Conference Completes Statement Form	- Out-of-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Parent/Principal Conference - Mediation - Restorative Practice	- Expulsion - Referral to School Director
Profanity and/or Obscenity (3rd Offense)	Continued use of any inappropriate language in classroom or school setting	Behavior	<u>Teacher/Staff</u> Refers to Office (After 1 st and 2 nd Offense Interventions)	<u>Office Staff</u> Notifies Parents, Conferences with Student, Notifies Principal Completes Statement Form	- In-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Referral to Principal - Parent and Principal Conference	- Out-of-School Suspension - Classroom Reentry Conference with Parents, Principal, and Teacher
Profanity and/or Obscenity Directed Toward Staff (Including Gestures)	Use of any inappropriate language directed toward staff	Behavior	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents, Student Meeting with Principal and/or Designee Completes Statement Form	- In-School Suspension - Out-of-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Parent and Principal Conference - Restorative Practice	- Out-of-School Suspension - Classroom and School Reentry Conference with Parents, Principal, and Teacher
Student Action	Definition	Classification	Staff Actions	Administrative Action	Possible Interventions	Further Possible Interventions

Safety Infraction	Any willful violation of safety procedures, such as classroom safety procedures, PE, and vocational safety guidelines, as well as willful violation of emergency protocols	Behavior	<u>Teacher/Staff</u> Refers to Counselor	<u>Counselor</u> Notifies Parents of Both Parties; Student Meeting with Counselor (who Informs Principal of Outcome) Completes Statement Form	- Loss of Privileges - Restorative Practices - In-School Suspension - Refer to Principal - Parent Conference	- Out-of-School Suspension
Theft	Stealing property belonging to another person and/or stealing property belonging to the school	Theft	<u>Teacher/Staff</u> Refers to Counselor	<u>Counselor</u> Notifies Parents of Both Parties; Student Meeting with Counselor (who Informs Principal of Outcome) Completes Statement Form	- Loss of Privileges - Restitution - Restorative Practices - In-School Suspension - Referral to Principal	- Out-of-School Suspension - Loss of Privileges - Restitution - Referral to School Director
Tobacco Possession/Use	The unlawful use of tobacco by a minor	Tobacco - Unlawful Substance	<u>Teacher/Staff</u> Refers to Office	<u>Counselor</u> Notifies Parents, Conferences with Parents and Students and Notifies Principal of Outcome Completes Statement Form	- In-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Parent/Principal Conference	- Out-of-School Suspension - Referral to School Director
Tobacco Sale/Distribution	The unlawful sale or distribution of tobacco by a minor	Tobacco - Unlawful Substance	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents and Counselor, Conferences with Parents, Student, and Counselor Completes Statement Form	- Out-of-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Parent/Principal Conference	- Referral to School Director - Expulsion
Uniform Violation	Students not wearing the designated school uniform.	Behavior	<u>Teacher/Staff</u> Contacts Parents; Conferences with Student Refers to Counselor	<u>Counselor</u> Notifies Parents, Conferences with Parents and Students and Notifies Principal of Outcome. Completes Statement Form	- In School Suspension - Loss of privileges - Referral to counselor	
Student Action	Definition	Classification	Staff Actions	Administrative Action	Possible Interventions	Further Possible Interventions

Verbal Abuse and/or Verbal Threat/Intimidation NOT Directed at Staff (1st Offense) – Includes Name Calling, Teasing, Taunting, Gesturing, or Cyberbullying	Threatening, insulting, or any manner of written (electronic, paper) and/or verbal abuse or mistreatment of another person.	Bullying/Intimidating	<u>Teacher/Staff</u> Contacts Parents; Conferences with Student	Completes Statement Form		
Verbal Abuse and/or Verbal Threat/Intimidation NOT Directed at Staff (2nd Offense) – Includes Name Calling, Teasing, Taunting, Gesturing, or Cyberbullying	Threatening, insulting, or any manner of written (electronic, paper) and/or verbal abuse or mistreatment of another person.	Bullying/Intimidating	<u>Teacher/Staff</u> Refers to Counselor (After 1 st Offense Intervention)	<u>Counselor</u> Notifies Parents of Both Parties; Student Meeting with Counselor (who Informs Principal of Outcome) Completes Statement Form	- Loss of Privileges - Restorative Practice	
Verbal Abuse and/or Verbal Threat/Intimidation NOT Directed at Staff (3rd Offense) – Includes Name Calling, Teasing, Taunting, Gesturing, or Cyberbullying	Threatening, insulting, or any manner of written (electronic, paper) and/or verbal abuse or mistreatment of another person.	Bullying/Intimidating	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents of Both Parties; Conferences with Students Completes Statement Form	- In-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor	- Out-of-School Suspension - Classroom Reentry Conference With Parents, Principal, and Teacher
Verbal Abuse and/or Verbal Threat/Intimidation Directed at Staff– Includes Name Calling, Teasing, Taunting, Gesturing, or Cyberbullying	Use of any inappropriate language directed toward adults	Behavior	<u>Teacher/Staff</u> Refer to Office	<u>Principal</u> Notifies Parents of Both Parties; Student-Parent-Principal Conference Completes Statement Form	- In-School Suspension - Out-of-School Suspension - Loss of Privileges - Behavior Contract - Referral to Counselor - Parent/Principal Conference - Mediation - Restorative Practice	- Out-of-School Suspension - Classroom and School Reentry Conference With Parents, Principal, and Teacher
Student Action	Definition	Classification	Staff Actions	Administrative Action	Possible Interventions	Further Possible Interventions

Vandalism and /or Graffiti	The willful or unintended destruction and/or defacement of school property	Vandalism	<u>Teacher/Staff</u> Refers to Office	<u>Office Staff</u> Notifies Parents and Sets Parent Conference with Principal Completes Statement Form	- In-School Suspension - Loss of Privileges - Behavior Contract - Restitution - Referral to Counselor - Parent/Principal Conference	- Out-of-School Suspension - Referral to School Director - Expulsion - Restitution
Weapons	Carrying, possessing, handling, using, and/or storing firearms, knives of a certain length, or any other implement which can be used in a dangerous or lethal way.	Weapon	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents, Law Enforcement and Counselor; Conferences with Parents, Student, and Counselor Completes Statement Form	- Referral to School Director - Expulsion	
Weapons Replica, Makeshift Weapon	Any item that appears to be a real weapon but is not considered a dangerous weapon which is not self-reported	Weapon	<u>Teacher/Staff</u> Refers to Office	<u>Principal</u> Notifies Parents, Possibly Law Enforcement, and Counselor; Conferences with Parents, Student, and Counselor Completes Statement Form	- Out-of-School Suspension - Behavior Contract - Referral to Counselor - Parent/Principal Conference - Loss of privilege	- Referral to School Director - Expulsion



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.
- Using physical fitness equipment under the supervision of a staff member.

Health Services

Students can receive first aid in the student health office located on the basement level 1. 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 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 should discuss with the nurse the use of long term medication and emergency medication for certain conditions such as asthma.

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

ALLERGY POLICY

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 High School Counselor is to advocate for students during these critical years of young adulthood. This is a critical 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 AUS 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.

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, as well as explosives and firearms. Any projectile can be considered a dangerous article. Possession of these items may lead to suspension or expulsion.

ELECTRONIC DEVICES

Mobile phones, personal music devices such as iPods or mp3 players, and cameras may be used before and after school or under

teacher direction. These items must be turned off from 7:30 a.m. to 2:45 p.m. Violations will result in the item being confiscated, and an infraction issued; and the device will be left in the school office. Depending on the situation, the student may receive the item from the High School Office at the end of the day, or a parent may be required to retrieve the item. If a student needs to call a mobile number for emergency reasons, he/she may use the phone in the High School Administration Office.

Drop off and Pickup of Students

It is extremely important to adhere to school security regulation 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 7:20 a.m. in the morning. All classes begins 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.

HARASSMENT & 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 of 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: 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, alumni, coaches, guests and volunteers.

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

Harassment: Is sometimes a single act, but more often is composed of repeated acts performed over time. **Bullying:** Is a form of harassment that is characterized by repeated and escalating incidence of purposeful and hurtful actions, either direct or indirect, that make it more and more difficult for the victim to escape. Victims live with fear and anxiety, not knowing when or how serious the next 'attack' will be. Bullying is a distinct form of aggressive behavior where the "bully" is perceived to have more power than the victim. Bullying may be physical, verbal, social, and sexual, gender or cyber/technology based. Excuse of 'a joke' / 'didn't mean to ...' Those who harass or bully often claim that their actions were 'a joke' or that they 'didn't mean to' hurt or offend. Unfortunately, these intentions do not take away the reality of the consequence they created for the victim. Everyone involved must view a situation as funny before it classifies as a joke, and students are expected to be socially and emotionally mature enough to gauge this accurately.

Consequences: Any form of harassment or bullying will not be tolerated at AUS. Any such incidence should be reported to the teacher, counselor or principal. 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 Activities: After the investigation and substantiation of an incident, the actions taken by the school will be communicated directly to all parties involved including appropriate faculty/ students as well as parents/guardians of the victim, perpetrator and witnesses (as applicable). In addition, AUS will offer proactive and sympathetic support to those directly involved with counseling, mediation or assertiveness training. All incidents/actions of harassment will be documented.

ID BADGES

All individuals entering 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.

LEAVING SCHOOL GROUNDS

Students cannot leave the campus during school hours without the school's permission. When a student leaves with a parent/guardian, the parent/ guardian must meet the student in the High School Office, and the student must sign out with the High

School Office Administrative Assistant. If someone other than a parent is picking up the student, the student will need his/her parent's permission in writing. When the student returns, he/she must sign back in. 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.

LOCKERS

All High 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.

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 HS/FA Office if you have lost something, or if you have found something and are turning it in. The lost and found is located in the HS/FA Office.

Off-Limit Areas

In general, High School students are to remain in the area designated for high school use. Unless there is 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. 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. This is for the health and safety of our school community.

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.

Emergency Procedures

The HS/FA 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 building, where attendance is supervised by Security, class teachers and administration.

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.

Visitors

American United School does not generally allow students from other schools on campus during the school day. Visitors from other cities may attend if their visits have been arranged with the head of the high school 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 take precedence and be respected. **Any strangers 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 Policy” document.

COMMUNICATION

English Language

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

Student and Parent Portal

The **Portal** is provided to enhance school to home and home to school communication. The primary goal is to provide an opportunity for students to take responsibility for their own learning. The Parent’s role is to engage in conversations with their student about their progress and to prompt their student to work with their teachers regarding missing assignments, improving performance, and setting goals for the future.

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

Parents 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 are expected to be on the Portal on a daily basis.

Electronic Communication for Learning

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.

High School Student Bulletin

The High School Student Bulletin is important to be read on a daily basis. This bulletin contains up-to-date information about school activities and other important information. During the morning announcement period teachers read the announcements for the students and discuss upcoming events. Announcements are also located on the log-in screen of Parent/ Student Portal.

Reporting Student Learning

Report cards for students will be sent via Parent / Student Portal two times a year: at the end of each semester and mid-semester progress reports will be sent each semester. Parent conferences are scheduled two times per year, one per semester. Opportunities to visit with your child's teacher are not limited to these pre-scheduled conferences. If you wish to visit about your child, please contact your child's teacher via email, or phone the High School 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 High 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 child during the day please call the High School Office and we can get a message to them. We ask that parents do not phone their children during the school day, as this is disruptive to the learning environment and may be confiscated. If such an incident occurs, depending on the setting (i.e. – testing, presentations, etc.) a parent may have to pick up the device from the school principal.



STUDENT LIFE

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 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 Student Council, the school, and the larger community.
- Support the efforts of the community service program at the school through fund-raising and other outreach events.

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

R.E.A.L. - After School Activities

REAL Policy

REAL is open for all students who would like to take part in the After School Activities. Registration is administered on a "first come first served basis". However, in most cases there are places for all interested students. Activities will only run with a minimum of 10 participants and any activity with less than 10 registered may be subject to cancellation.

R.E.A.L. Activities begin with Extended Learning at 2:45 p.m. which will focus on homework and enrichment skills with the

teachers. A snack will be provided to all those who participate in the tutoring and activity session. Students will transition from Enrichment to the activity by 3:30 p.m. and end at 4:30 p.m. When selecting activities, please make two choices for each day, in the event that your first choice is not available. AUS R.E.A.L. is open to all students in the Middle School. Students are expected to following all behavior and conduct expectations.

Behavior expectations

1. Students are to listen to ASA leaders when they are giving instructions and respond respectfully and positively to
2. guidelines that may be given according to each environment.
3. Safety rules will be explained and must be adhered to at all times.
4. Students should work cooperatively and respectfully with their peers so that each individual can pursue their activity without being disrupted or distracted by others.
5. Students should remain on task and make the most of their opportunity to learn and enjoy their time in the activity.

Parents will be informed if their student does not follow the expected behavior. Students who do not follow the expected behavior may be excluded from the activity.

Awards and Ceremonies

STUDENT OF THE MONTH AND R.O.C.K.

There are several opportunities to recognize students for their accomplishments throughout the school year. Students are selected each month for the R.O.C.K. awards and Student of the Month. Students are recognized in front of their grade level in front of the entire Middle School and their parents in our End of Year Recognition Ceremonies.

The following traits are intended to help guide teacher reflection in order to nominate candidates for Student of the Month: Strives for excellence.

- Treats people with respect for their inherent value.
- Respects diversity and is open to the perspectives, culture and interests of others.
- Lives with integrity and honesty.
- Looks for opportunities to give help and gives help where needed.
- Demonstrates responsibility for his/her choices.

PRINCIPAL'S LIST/HIGH HONOR ROLL/ HONOR ROLL

The purpose of the school wide principal's list/honor roll program is to recognizes 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 are recognized on Principal's list / High Honor Roll/ and Honor Roll at the end of each year.

Principal's List Requirements:

Those achieving "A" average in all classes and with no discipline infractions will be placed on the "Principal's List".

High Honor Roll Requirements:

Those with "A's" and "B's" average in all classes qualify for the High Honor Roll. There can be no discipline infractions.

Honor Roll Requirements:

Those with "A's" and "B's" in academic core subjects (English, math, social studies and science) qualify for the Honor Roll. There can be no discipline infractions.

- To be recognized for these awards, students must maintain the grades throughout each quarter.
- Any grade below a "C" disqualifies a student from Principal's List and High Honor Roll.
- Students must be working on grade level and may not be receiving a modified program in order to qualify for the Honor Roll.
- Students on the Honor Roll and Principal's List will be recognized at a grade-level assembly at the end of the year; parents of these students are invited to attend!

Campus Life

HIGH SCHOOL SPONSORED ACTIVITIES

All High School activities are sponsored by student groups under faculty supervision. Faculty supervisors are required to fill out the activity request and turn it into the HS Office for approval. Students may participate in any AUS High 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 administration. Only students enrolled in AUS may attend the grade level sponsored events. Parents 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 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.

CAMPUS RECREATION

The range of activities available to students, faculty and parents is extensive and designed to support the school mission. This includes intramurals, athletics, and service learning clubs.

Athletics

HIGH SCHOOL ATHLETIC PROGRAM PHILOSOPHY

The Athletics Department is responsible for the selective, competitive school teams at AUS. All 9th grade High School students are eligible to try out for Under 14 teams (pending age eligibility – see below) and Grades 9 & 10 are eligible to try out for the Junior Varsity teams.

To be eligible to participate in athletics, a student must be passing all courses and be regular in attendance. Students who repeat a grade in high school for any reason will be ineligible to participate in athletics. 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 nine practices. 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 try-outs 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 three days) to demonstrate their skill and abilities before team selection takes place.

Parents 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 reasons why he/she did not make the team. While we understand that not being selected is disappointing for many athletes and their parents, 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 a valuable member of the team. The team cannot move forward and progress without a full team in attendance.

CO-CURRICULAR ELIGIBILITY POLICY

Student Code: 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:

- This is a condition of their Academic Improvement Plan
- Students may 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 and JV 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.

Study Trips

In order for a student to take part in a study trip, trip permission slips must be signed by a parent before each trip, 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. **All students are to be in Formal school uniform (blazer) while participating in the study trip. Any deviations in uniform must be approved by the administration.**

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 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.

Field Trip Permission

Before a student can participate in a field trip, he/she must have a parent permission form.

Fundraising

AUS supports student efforts to help important causes and charitable organizations they are passionate about. AUS provides meaningful opportunities for students to raise funds with a balanced approach in mind. The student fundraising policy 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 administration.

Parent Teacher Student Organization

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

Parent Volunteers

We encourage parents to volunteer and support the educational activities at AUS. Opportunities to volunteer are wide ranging. Continue to read the weekly AUS News in order to keep informed about upcoming opportunities to volunteer.

School Pictures

School pictures are taken yearly for the school yearbook. Parents 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 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 High 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 the need to post. Only non-stick tape may be used to display posters. Tape will discolor or pull the paint off of the walls. Displays should observe spelling and grammar rules as well refrain from being offensive to any individual or group.

Recycling

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.



APPENDIX

2017- 2018 School Calendar

Jan 2016



American United School of Kuwait Academic Calendar 2016 - 2017

2016

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3-5 *Ramadan Schedule (June 6 – July 5)
9-10 *Eid Al-Fitr Holidays

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9 Administrators return to work
10 Mentors return to work
11 New Educators Arrive
14-18 New Educators Orientation
14-16 Non Teaching Staff return to work
21 Returning Educators report to work
22-23 Teachers Professional Learning
28 New Student Orientation
29 First day of School (Grade 6-10)
30 First day of School (Grade 1-5)
31 First day of School (Pre-K and KG)

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11-15 *Arafat day & Adha Holiday/ School Closed
20 Open House (Elementary School)
21 Open House (Middle & High School)

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 *El Hijra New Year- Holiday / School Closed
20 Teachers In-service day/ No Classes

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3 End of First Quarter (43 days)
6 Beginning of Second Quarter
8 Early dismissal at 11:00/Teacher Work Day
9-10 Parent Conferences / No Classes

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11 * Prophet Birthday - School Closed
20 Early dismissal 11:00
21-29 Winter Break - School Closed

2017

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-5 Winter Break -School Closed
8 Instruction resumes
19 Teachers In-Service Day / No Classes
End of Second Quarter(42 Days)
22 Beginning of Third Quarter

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

23 National and Liberation Day Celebrations
26 National and Liberation Day Holidays

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 Teachers In-Service Day/No Classes
9 Field Day Activities - ES
16 Field Day Activities - MS
23 End of Third Quarter (44 Days)
26 Beginning of Fourth Quarter
Early dismissal at 11:00/
Teacher Work Day
29-30 Parent Conferences / No Classes

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9-16 Spring Break - School Closed
24 *Prophet Ascension Holiday - School Closed

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 Teachers In-Service Day/No Classes
18 International Day Activities
28 * Ramadan Schedule starts

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Last Day of School (Pre-K and KG)
Last Day of School (Grade 1 - 10)/
Early dismissal at 11:00 -
End of Fourth Quarter (47 Days)
8 Last Day for Teachers
22 Last Day for Administrators
25-29 *Eid Al-Fitr Holidays

- Instructional Days - 176
- New Teacher Work Days - 189
- Returning Teacher Work Days - 184

- *Islamic Holidays may vary due to sighting of the moon/ Subject to change due to Ministry Authorization.
- *Shortened school days during Ramadan - Schedule to be determined

www.aus.edu.kw

Academic Calendar 2016 - 2017

DECLARATION OF READING THE HS HANDBOOK

American United High School Handbook

Please read the High School Handbook. After you have done so, please remove this page from the handbook, sign the following statement and turn it in to the main office.

I have read, I understand and I agree to follow the guidelines set down in the American United Middle School Handbook.

Parent/s Signature

Date (dd/mm/yy)

Parent/s Printed Name

Student Signature
(All high school students must sign along with their parents)

Student Printed Name

Additional Student in Same Family Signature

Student Printed Name

Additional Student in Same Family Signature

Student Printed Name

Please remove this page and submit it to the AUS High School Office.

Office Use Only Date submitted

dd/mm/yy



AMERICAN UNITED SCHOOL OF KUWAIT

مدرسة المتحدة الأميركية في الكويت

DISCLAIMERS AND LIMITATIONS

AUS reserves the right to change the policies and procedures contained in this handbook, as needed throughout the school year. While care and effort have been invested into developing the policies and procedures contained in this handbook to address situations likely to occur in a Middle 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.