

High School Handbook

2016 - 2017



Practice Compassion - Make a Difference - Learn for Life



High School Handbook 2016 - 2017

Practice Compassion
Make a Difference
Learn for Life

The American School of Kuwait
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Our Mission:

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

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MAKE A DIFFERENCE
LEARN FOR LIFE

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American School of Kuwait

High School Personnel

2016-2017

Chairman/CEO

Mr. Wael Abdul Ghafoor

Administrative Manager/Arabic Principal

Mr. Fawzi Hassan

Superintendent

Mrs. Becky Ness

Superintendent of Curriculum

Mr. Scott Dennison

Administration

Principal
Assistant Principal

Mr. Michael Murphy
Ms. Jacqueline Thomas

Building Faculty & Staff

Activities Director
Counselor
Secretary
Technology Coach

Mr. Phillip Parkinson
Ms. Lena Hakim
Ms. Joyce Chbat
Ms. Sairah Fazil

Director of Technology
Counselor
Registrar
Instructional Coach

Mr. Abhay Dhanak
Ms. Cassandra Hazel
Ms. Joyce Ghostine
Mr. Nathan Walker

Arabic/Religion

*Mrs. Mona Salah
Mrs. Wafaa Abou Atwan
Mrs. Kawther Abu Shanab
Mr. Mazouz Ali
Mr. Safwan AlSoumi
Mr. Malek AlThunibat
Mrs. Najat Jamil
Mrs. Fatima Safa

English

*Ms. Sarah Muller
Mr. Barrak Al-Zaid
Ms. Sherine Arboelezz
Mr. Karl Faber
Ms. Sarah Marslender
Ms. Megan Mazzone
Mr. Tim Protzman
Mr. Christopher Rendes
Ms. Amanda Schiltz
Mr. Nathan Walker
Mr. Jason Wright

Fine Arts

*Mr. Casey Grove
Ms. Emily Bell
Mr. Amy Bush
Mr. Michael Frehls
Ms. Connie Rudd

Mathematics

*Mr. Justin Marslender
Ms. Kay Hunter
Mr. Shahid Hussain
Mr. Richard Craig
Ms. Akila Mohan
Ms. Nadwa Saleh
Ms. Cynthia Venem
Mr. Zachary Zenk

Media Center Specialist

Mr. Chris Roberts

Physical Education

*Mr. Ashraf Ali
Ms. Eliana ElRabany
Ms. Tsvetelina Hristova
Mr. Dan Summers

Science

*Mr. Robert Washington
Mr. Matthew Carlson
Mr. Shane Klopfer
Ms. Sherina Mohammed
Ms. Safa Usmani

Social Sciences

*Mr. Scott Muller
Ms. Michelle Cobb
Mr. Michael Colby
Mr. Kendall Downs
Ms. Tammy Jones
Mr. James Kowalski
Mr. Courtney Richardson
Ms. Erin Yateman-Stroh

Technology

Mr. Jonathan Jahnke
Mr. Kevin Olson

World Languages

Ms. Agnes Moneyron
Mr. Hector Sanchez

* Denotes Department Chair



American School of Kuwait



PRACTICE COMPASSION, MAKE A DIFFERENCE, LEARN FOR LIFE

We **Believe** that...

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

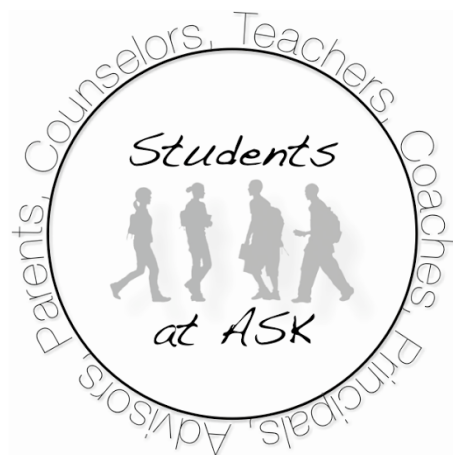
Our mission at the American School of Kuwait is to inspire life-long learners empowered to excel in American Higher Education and the global community as productive, compassionate citizens.

Our **Graduates** will...

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

The American School of Kuwait

Our Mission and Philosophy drives our instructional and educational decisions. It is the core of who we are and at all times, we model these values of compassion, learning, and making a difference. We operate based on mutual respect and uphold the highest ethical standards. We listen to kids because we love kids.



Practice Compassion - Make a Difference - Learn for Life

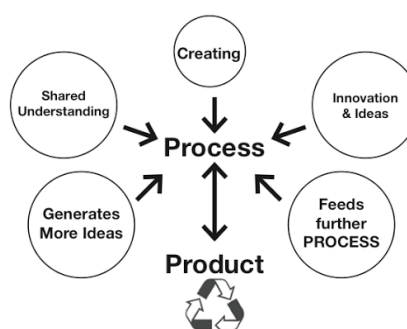
Teacher Profile

We are **learning focused**, not teaching or content focused.

- All students are capable of learning and being successful.
- Literacy is at the heart of learning.
- Learning is active and collaborative.
- Learning is a reflective practice.
- Frequent assessment enables students to learn.
- Feedback is an essential component in learning.
- An essential goal of learning is meaning-making and transfer.
- Learning results from deliberate and thoughtful planning of instruction.

We **believe** the following tools make us more **effective** educators:

- Curriculum mapping
- Understanding by Design
- Framework for Teaching
- Formative and Summative Assessment Model



We **believe** in a **Partnership for Success** whereby we all work together for the good of the student.

Student Profile

ASK students embody the values laid out in our Mission and Beliefs. They value our core ethos of:

- ✓ Learning for Life
- ✓ Practicing Compassion
- ✓ Making a Difference

and exhibit these qualities in all that they do, on and off campus. ASK students are learning focused and committed to excellence in and out of the classroom. ASK students represent themselves to the highest standard by respecting all school rules, their academics, each other, and themselves.

Student Code of Conduct:

As a member of the community:

1. I will live by its mission: to learn for life, make a difference, and practice compassion
2. I will apply these principles to all problems I encounter.
3. I will treat others, regardless of position or background, with respect, honesty, and dignity
4. I will ensure that my actions, attitude, and contribution are conducive to maintaining a positive learning environment for all.
5. I will be responsible for my own learning and will ensure that my work reflects both my integrity and the best of my abilities.
6. I will take proper care of my belongings and respect the property of others.
7. I will accept my responsibilities to the ASK community by following the school's rules and regulations.

Attendance

Attendance at school is critical to the academic achievement of any student. Either coming late to class or being absent disrupts the academic progress of not just the individual student but that of the entire class.

The satisfactory completion of a semester's academic work requires regular attendance to class. Students must sit for a minimum of 115 clock hours in a standard year-long class to be considered eligible for credit. Making up written work is important but is only a partial substitution for class attendance. If a student is absent, he/she is losing educational benefits. Many times it is impossible to make up the "missed" experience.

ASK maintains a minimum requirement regarding attendance in a class. A student who enters the class after 30 minutes or doesn't show up for the class is considered absent. If a student's absences exceed 8 classes, the student and parent will be notified and the student will be placed on Attendance Probation.

Attendance Probation

If a student reaches 8 absences in any class per semester, the student will be placed on Attendance Probation. If the student meets the following requirements, while on probation, he/she can maintain the grade and receive credit for the course at the end of the semester.

Requirements:

- Attendance must be excellent.
- Punctuality must be excellent.
- Commitment to academic work must be demonstrated.
- Cooperation with the teacher must be demonstrated.

An absence includes all type of non-school related absences including the following: illness, doctor visits, travel, vacations, etc. Please note that these are not considered excused absences.

It is very important that students miss as few days as possible so that they do not miss classroom instruction and activities that cannot be made up. Because colleges are particularly interested in a student's motivation, focus, and work habits, a student's attendance and tardy record for each year will be documented in his/her recommendation letter.

Important Notes

- ✓ *Parents may be requested to attend a mandatory meeting with the Principal or Assistant Principal when a student reaches 8 absences in any class.*
- ✓ *For any absences beyond 8, the academic standing of a student will be jeopardized. Excessive absences increase the chance students will fail the course due to excessive missing work.*
- ✓ *Students placed on Attendance Probation will not be given the same make-up opportunities. They will need to attend class to complete their work.*
- ✓ *Students with excessive absences and tardies demonstrate a lack of commitment to their education and may not be accepted to ASK for the following school year.*

Attendance Procedure

1. It is expected that the students will attend class every school day. All teachers will take roll and keep a record of absences and tardies.
2. All absences, regardless of whether the note is from a doctor, are counted against the 8 absences described in the attendance policy.
3. Students who arrive late to school must report immediately to the registrar in the High School Office and sign-in; the Registrar will give the student an admittance slip to class.
4. Students who arrive after 7:30 a.m. are considered excessively tardy and may not enter campus unless accompanied by a parent or guardian.
5. If a student has to leave school prior to the end of the day, a parent must check him/her out through the High School Office. If the student is returning to school, the parent must check him/her back in through the High School Office. Unless it is a dire emergency such as a student requiring medical attention, the student will not be released from school without being accompanied by a parent or guardian.
6. If parents plan to travel for an extended period of time, they must contact the school prior to travel and designate a temporary guardian.
7. Nannies, maids and drivers are not considered legitimate guardians and students will not be released to their care.
8. Students who are absent from any of their scheduled classes will not be allowed to take part or participate in that day's co-curricular activities (athletics, music, art, etc.). Exceptions will be made for verified doctor or dental appointments and for other absences where prior approval is obtained through an administrator.

Make-Up Work

Please note that students will be allowed to make up work whenever possible, but there are certain types of graded activities that require a student to be present in the classroom when they are happening and thus are impossible to make up if a student is absent. These types of activities include debates, discussions, group work, rehearsals, warmups, etc. (Please note: this is not an exhaustive list.)

The decision as to what is required for make-up and the time and place of make-up work will be the responsibility of the teacher working in conjunction with the student and the high school procedures and guidelines. It is the student's responsibility to check with the teacher and to complete the required make-up work within the allowable make-up period following the student's return to school.

Please note that if a student is present at school on the day of a test but misses the class period of the test, it must be made-up on that same day or the student will only be able to receive a maximum of 90% of the points. Students who are truant from a class are not allowed to make-up the work missed.

Please be aware that all make-up tests will be a different version of the original test.

Students placed on Attendance Probation will not be given the same make-up opportunities. They will need to attend class to complete their work.

Late Work Policy

Each department will have and post a late work policy which holds students accountable and encourages student responsibility.

Absences/Prior Arrangements/Early Withdrawal

The American School of Kuwait strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on classroom teachers in the areas of record-keeping, administering make-up work, etc. During the planning for an extended absence, parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed. Since a student presumably needs to attend the full semester to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade. However, occasions arise where extended absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the damage to a student's educational program. In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

1. A letter of request to the High School Principal or Assistant Principal outlining reasons for the absence, expected duration, and departure date must be written to the school.
2. A Prior Arrangement Form will be issued from the High School Office to be presented by the student to his/her teachers.
3. Teachers will state in writing on a Prior Arrangement Form the student expectations and possible consequences that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up requirements rests with the student.
4. Final clearance must be completed in the office by returning the Prior Arrangement Form. Prior arrangement releases will not be considered during the final five days of the semester.
5. Prior arrangement releases are not considered excused absences.

Early Checkout at the End of a Semester

When it becomes necessary for a student to leave school prior to the end of a semester, parents are asked to notify the school to make necessary arrangements. It is understood that if a student does not complete all requirements of a class, including the final examination, the grades and credits may be affected. The school does not make provisions for early final examinations. If students are returning for the next school year, final exams are to be written in August.

Absence from Final Exams

If a student is absent from a final exam for any reason, he/she must see the High School Principal and must provide proper documentation. The only exception applies to the above early checkout procedure. The grade will be changed when a make-up exam has been taken. Under no circumstance will a final exam be administered before the scheduled date of the exam.

Traveling Students

Students traveling on school-sponsored trips are responsible for contacting their teachers during the week prior to travel. They may have to complete some make-up work prior to their travel. They will be responsible for all previously announced assignments, projects and exams upon their return. It is the decision of the student and the family for students to participate in extracurricular travel, and students may not request extensions to deadlines because of the travel. All teachers will work with students to ensure a fair timeline for make-up work.

Truancy

A truant student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is truant. The student will not be allowed to make up work and will receive zeroes on all work, quizzes and tests missed during the truancy. Students who are truant must serve an Academic Saturday School.

A student is considered truant if he/she

- Is absent without the knowledge and consent of a parent; falsifies parental notification; participates in an unauthorized class skip/ditch day.
- Leaves school without checking out with the registrar and administration.
- Is absent from class without permission of that class teacher.
- Obtains a pass to go to a certain place and does not report there.
- Becomes ill and goes home or stays out of class without reporting to the office.
- Fails to attend a scheduled assembly.
- Is absent from class after once arriving on campus without the knowledge and consent of the school.

Late Arrival to School or Class

Students are expected to be in class on time. If students are late to class, it causes a disruption and interrupts the learning process of all students. Many times students will miss important information that is impossible to make up. Participation points cannot be made up. Neither can bell work or bell quizzes.

In addition to the above consequences, teachers may employ a number of different strategies to encourage punctuality in their individual classrooms. Such strategies may include keeping students after class, or assigning an after school academic detention (Please note: this is not an exhaustive list.)

A student is considered late to first block if he/she enters the room after the class has begun but within the first 45 minutes. Students arriving to first block after 45 minutes are considered absent as per ASK Attendance Policy.

A student is considered late to second, third, fourth, fifth, or sixth period if he/she arrives after the first 5 minutes of class. Students arriving later than 5 minutes will be referred to the office for truancy. If a student has been detained by another teacher or the administration, he/she will be issued a pass and will not be counted late.

Tardy Code of Conduct

Students arriving late to class are expected to adhere to the following procedures:

1. Enter the room quietly.
2. Refrain from greeting friends or making noise of any kind.
3. Proceed directly to an open seat.
4. Quickly and quietly take out materials and demonstrate a keen intention to catch up on the day's lesson.
5. See teacher after class to determine any missed work.

Failure to comply with the Tardy Code of Conduct will result in consequences as determined by teachers and administrators.

Tardy Policy

The ASK teachers and administration will work with parents and students to improve punctuality. Our goal is for students to attend each class on time. Excessive tardiness will affect a student's enrollment standing for the following school year.

The tardy policy adheres to the following procedures (per quarter):

- Arriving late to first period
 - Students must receive an admittance slip from the High School Office.
- Reaching 4 & 5 tardies in a given class
 - Parents will be contacted by the teacher.
 - Teacher will notify administration of parent contact.
 - Additional consequences may apply as per classroom policy. (Not to exceed 10 minutes at lunch nor impact academic standing.)
- Reaching 8 tardies
 - Students will be referred to the administration.
 - Parents will be contacted.
 - Students will be assigned an Academic Saturday School. Failure to attend will result in an in-school suspension.
- Continued tardies
 - Students will receive a second referral to administration.
 - Parents will be contacted regarding a mandatory meeting.
 - Students will be assigned a second Academic Saturday School. Failure to attend will result in an in-school suspension.

Notes:

- *Students arriving to school after 7:30 a.m. will not be admitted on campus without a parent or guardian.*
- *Students who are tardy to class may be subject to consequences determined by individual teachers.*
- *At various times throughout the school year, the Assistant Principal will run spot checks on attendance. If a student is found to be in excess of 8 tardies and has not already been referred to the Assistant Principal, the Assistant Principal may initiate a referral on behalf of the teacher and assign an Academic Saturday School or other appropriate consequences.*
- *Students found to be with excessive tardies (more than 10) may be subject to further consequences.*

English Language

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

School Standards

At the American School of Kuwait, reasonable standards of acceptable behavior are enforced. The intent of our school rules is to ensure common decency and courtesy and to protect the rights of each student in the pursuit of an education free from disruption or inconvenience. Students are reminded that they must adhere to the Code of Conduct, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook.

The primary responsibility for a student's behavior rests with the individual student, and the primary responsibility for ensuring that students are responsible and accountable rests with the school faculty. Students not adhering to ASK rules/policies will be subject to disciplinary action. Consideration has been given to the laws and customs of our host country in the formulation of school standards and rules.

Compliance with Rules

Students shall comply with all rules and regulations adopted by the American School of Kuwait, including the rules and regulations set forth herein. Failure to do so shall be cause for disciplinary action as hereinafter described. The following rules, enforced by administration and staff, identify, but do not limit, the types of activities and areas covered by the school regulations.

1. On school grounds or in the vicinity (streets and building areas off school grounds immediately accessible to students) of the school during and immediately before or after school hours.
2. On the school grounds or in the vicinity of the school at any other time when the school is being used by school group(s).
3. Off the school grounds at a school activity, function, event or any school-sponsored trip.
4. Off the school grounds if the actions of the student materially and substantially affect the educational process or the school.

School Arrival and Departure

Students arriving at school must be dropped near the secondary gate. They must immediately enter the campus. All High School students must use the High School entrance gate (gate 1).

Upon dismissal from school or school activities, students are to remain on the campus side of Al- Muthana Street on the paved sidewalk. If a student's transportation arrives on the opposite side of the street, he/she may cross, enter the vehicle, and immediately depart. Students who drive to school are expected to wait on the paved sidewalk for passengers and then to depart immediately.

Unless meeting with a teacher or involved in a high school sponsored activity, students are not allowed on campus after 2:20 p.m. Once a meeting or activity has concluded, students must leave campus.

Under no circumstance should ASK students loiter off campus (on foot or in vehicle) in the area of the school or use the shops directly opposite the school.

Outside Bakala

The local bakala down the street across from the school is out of bounds to ASK students both before school and after school. Upon arrival, students are to immediately enter and remain on campus. At the end of the day at 2:00 p.m., students are required to go directly to their bus or private vehicle. We do not want students congregating across the street with friends and/or acquaintances we do not know. Students should be on their way home by 2:15 p.m. Students participating in scheduled activities after school must remain on campus.

We consider the Compliance with Rules, School Arrival and Departure, and issues pertaining to the Outside Bakala to be "security issues". As a result, please understand failure to comply will result in serious consequences, such as...

- Formal suspension at home
- Expulsion from school

Out of Bounds Areas

Students are expected to stay in appropriate areas throughout the school day. No student should be in unsupervised (teacher/administration) areas at any time. Out of bounds areas include but are not limited to: the auditorium, areas around the auditorium, behind buildings near the school wall, middle school and elementary areas, in and around the gym and bubble unless there is supervision on duty. Detention or Saturday School will be given for students in areas that are out of bounds. Increasingly severe consequences will occur for repeated infractions.

School Lunch & Breaks

Food and beverages will be available for purchase on campus at break and lunch time, except during Ramadan. Lunches brought from home should be kept in student lockers until lunchtime. Students should remain in the high school areas of the school during lunchtime. The Senior Lounge is for the senior girls and boys to enjoy and maintain.

The courtyard, walkways, and some classrooms are available for use during lunch/break. High School students are not allowed to go into the Middle School hallways or bathrooms, they also cannot use the canteen during Middle School lunch. Students are responsible for cleaning up papers, bags, drink and food containers, leftover food, etc., after lunch/break and before returning to scheduled classes. At no time are students allowed in out of bounds areas.

Faculty Lounge, Copy Room, and Faculty Restrooms

Students are not permitted in the faculty room, staff restrooms or any photocopy rooms. Student aides asked to deliver messages may do so by knocking at the door and waiting for assistance from any teacher who may be inside.

Personal Deliveries

Students are expected to come to school prepared each morning. The school will not accept any food deliveries from restaurants for students during the school day. Any other items that a student has forgotten from home (including food, lunches, homework, projects, sports clothes, etc.) may be delivered to the High School Office for student pick-up.

Food on Campus

Food is only allowed on campus to support program initiatives or student activities. All food requests must go through the responsible teacher/staff advisor and the administration and permission must be received at least one day in advance.

Money and Valuables

Students are advised not to bring money or valuables to school. The school will not assume responsibility for money or possessions lost or stolen at school.

Any fundraising activity must have the approval of the principal and the owner. Organizations that raise money must maintain an account with the school cashier. All funds are to be deposited with the cashier the same day they are collected. Deposits are made in envelopes bearing the name of the organization, the date, total amount, and signature of the person making the deposit. Money so deposited may be withdrawn at the request of an organization's treasurer and advisor or by the school principal. Individual students are responsible for the organization money in their possession.

Lost and Found

A report should be made to the High School office whenever something is lost. Items found should be delivered to the High School office.

Public Displays of Affection

We live in a conservative society, and it is important that we adhere to the cultural norms of Kuwait. Students must refrain from touching members of the opposite sex, even if it is simply a friendly gesture. It is never appropriate for boys and girls to hug, hold hands, sit on each other's laps, etc. This is against Ministry rules and regulations. Administration will take extreme measures to enforce this rule.

Acceptable Use Policy

Our Vision of Digital Citizenship

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

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

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

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

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

Use of Portable Electronic Devices

As digital citizens, we...

✓ Respect that cell phones, tablets or computers will only be used during class time with the direct permission of the teacher.

✓ Acknowledge that portable electronic devices use should supplement and enhance the learning and social experience.

✓ Understand that portable electronic devices may be used during break, lunch and passing time.

✓ Recognize that ASK is not liable for damage to personal electronic devices that may occur on campus.

✓ Adhere to the following expectations:

- Ringtones must be turned to silent or vibrate during the school day.
- Refrain from texting, e-mailing, or gaming in class.
- As determined by the teacher, turn in or turn off electronic devices during assessments.
- Ask permission before taking a photo, video or audio recording of any student or staff member; respect the subject's desires if the answer is no.
- Refrain from sharing or publishing any photo, video or audio recording online without the subject's direct permission.
- Ensure that portable electronic devices required for class are charged and in working order prior to the class period.

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

Use of the Internet

As digital citizens, we...

✓ Respect the norms and values of our host culture when browsing websites and sharing links and files.

✓ Participate constructively and respectfully in online communities by:

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

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

Use of School Resources

As digital citizens, we...

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

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

Behavior Guidelines and Expectations

Bring Your Own Device (BYOD)

Beginning in August of 2016, the ASK middle and high schools will require students to bring a laptop to school (specifications below) if requested by a teacher. Students will not need to bring the laptop everyday, but they should have access to one should their teacher require it for a given activity or unit of study. Teachers will give instructions as to when students will need the device and for what academic purpose.

Specifications:

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

Emergency Procedures

In case of fire or emergency evacuation, every student is to leave the building as quickly and as quietly as possible. As directed by their classroom teacher or other member of the school staff, students will assemble. Evacuation procedures are posted in each classroom and are reviewed on a regular basis. In the event of an emergency in which evacuation is not considered prudent, students will receive instructions from their classroom teachers. Throughout the school year there will be drills to review actions and behavior suitable to several possible emergency situations. High School evacuation is the parking lot between the auditorium and the H-wing.

Textbooks

The school provides textbooks to students on a loan basis. Students are responsible for returning all school books in reasonable condition or are responsible for paying damage or replacement fees. A second copy of a text will be issued only when a replacement fee has been paid for the lost copy.

Transportation

Transportation of students to and from school is the responsibility of parents. Bus services are available from a private bus company which has an office adjacent to the school's main entrance. Students are expected to behave in accordance with the ASK Code of Conduct on the bus. Failure to behave well will result in removal from the bus.

Tutoring

Members of the National Honor Society are prepared to assist ASK students who need help with their academic studies. Requests for adult or NHS tutoring may be made in the counseling office, to the faculty advisor of the National Honor Society, or to any member of the National Honor Society.

Student Lockers

Students have the opportunity to use a school locker. Combination locks will be issued to students requesting a locker. Lockers must be kept locked, and valuable items should not be left inside. The school is not responsible for items left in the lockers.

Damage of locker doors can only occur when the door is open, and because the student responsible for the locker is always present when the door is unlocked and open, that student will be responsible for any damage to his or her locker. Students are authorized to use only the lockers assigned to them. Sharing lockers, without approval from the office, is not permitted. Lockers are to remain locked at all times. Requests for a change of locker assignment may be made with the assistant principal.

For safety and security reasons, bags and other personal items are to be in lockers or with the student. Items found in the hallway will be picked up and put in a secure place until the end of the day.

ASK reserves the right to search a student's locker or bag at school or during off-campus school-sponsored activities, events and trips.

Locker Issuance Procedures:

- Students will be issued a combination lock upon request or when they register for the ASK High School.
- Students are responsible for maintaining their combination lock and keeping their combination safe for the duration of the school year.
- Students will be issued a locker number at the start of each year. They are to use their combination lock for this locker.
- Locks must be removed at the end of each school year. Locks left on lockers over the summer will be cut off. Students wishing to use a locker for the next school year may then choose to purchase a replacement lock at the start of the next school year.

Students are responsible for their locks and combinations. If they lose their locks or forget their combinations, the lock will be cut off and students will have to purchase a new lock. (KD 5.00 will be charged for any replacement locks.)

Academic Honesty

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

1. What is Academic Dishonesty?

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own. It is any form of cheating that uses deceit to misrepresent what an individual actually knows or is able to do in order to complete an assignment or test.

The appearance of cheating is treated as cheating.

Forms of academic dishonesty may include, but are not limited to, the following:

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

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

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

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

2. What are the consequences of Academic Dishonesty?

The most important consequence of academic dishonesty is the damage it does to your character, self-respect, and reputation. ASK staff is responsible to report all instances of academic dishonesty to the administration. As well, teachers are responsible for bringing all instances of academic dishonesty to the student's parents. Where there is a pattern of academic dishonesty, the administration will notify the student's other teachers. In addition, students who cheat will have the following consequences (refer to p. 20 for academic dishonesty behavior consequences):

On Homework Assignments: Depending on the teacher's instructions, it is sometimes acceptable to work with another student, but is never acceptable to copy another's work. Allowing another student to copy your work is also an instance of academic dishonesty. Academic dishonesty on homework will result in an incomplete and be referred to administration. The student may then be assigned an alternate assessment to assess their understanding of the content.

On Tests/Quizzes: All students involved in acts of academic dishonesty or in assisting others in those acts on tests or quizzes will be reported to administration and given an incomplete on the assessment. The student may then be assigned an alternate assessment to assess their understanding of the content and will be able to receive up to 90% of their score.

On Written Work or Projects: All incidents of plagiarism will be reported to administration, including "accidental plagiarism" or "plagiarism by ignorance." Students are expected to use MLA format for citation of all written work and follow all teacher instructions regarding creative projects. As well, all written work should be submitted on Turnitin.com. If plagiarism is determined to have occurred, the student may then be assigned an alternate assessment to assess their understanding of the content and will be able to receive up to 90% of their score.

3. What other consequences are there for Academic Dishonesty?

The school administration reserves the right to instill further consequences for repeated incidents of academic dishonesty. As well, engaging in dishonest behavior will affect your ability to apply for leadership positions such as STUCO, NHS, and Senior Council. Academic dishonesty may also affect your college recommendation status from ASK.

ASK School Uniform

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

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

Bottoms

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

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

Tops

High School students will wear the official navy blue ASK polo shirt. No other tops may be worn except the ASK polo shirts.

Thursdays: Students may wear school-sponsored club and activity shirts on Thursdays, including NESAC shirts. Students may not alter the shirts. Shirts with the neck cut will not be allowed.

Jackets/Sweaters

In the winter months students can wear the ASK hoodie or a University hoodie. Outerwear such as vests or jackets may be worn, but must be taken off indoors (when asked) and students must be wearing proper dress code underneath.

PE

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

Shoes

Students are not permitted to wear beach-style flip flops or slipper shoes. Students must wear running shoes in PE classes.

Hats

Baseball caps and any hats with bills are not permitted to be worn at any time on campus. Beanies/toques are acceptable during cold weather, but must be removed indoors upon request from a teacher.

Free Dress Days

Occasionally, students are allowed free dress days on these days shorts and capris are never acceptable.

Any student not in compliance with the dress code will not be allowed to attend class and will be required to call home for proper uniform apparel.

Students may wear ASK Activities shirts and university sweatshirts on Thursdays.

Dress Code Violation

- *First and Second Offense*
Detention, wait in office until uniform arrives, and phone call home
- *Third Offense*
Academic Saturday School, wait in office until uniform arrives, and phone call home
- *Future Offenses*
Sent home until parent comes in for a meeting

*Please note that having your school uniform with you in your bag or locker, but not properly worn constitutes a dress code violation.

Academic After School Detention Program

Academic Detentions are held on Sunday, Monday, and Wednesday afternoons from 2:15 pm to 3:00 pm.

Students are to bring homework with them to Academic Detention and are expected to quietly engage in learning and be productive. Students must comply with the following rules and expectations:

- Students must be working the entire time. Appropriate work includes doing homework, studying, or reading novels. Failure to bring work will result in assignments given by the detention supervisor.
- Aside from water bottles, no food or drink, including gum, is allowed.
- Students must remain silent for the duration of detention.
- Students will not be allowed to enter after detention has begun. If they arrive late, they will have to serve the detention at the next scheduled time.

Please note that failure to follow the above rules will result in removal from the detention room. Students will then have to serve another detention on the following scheduled detention day. Excessive removal or missing of detention will result in further consequences.

Academic Saturday School Program

Academic Saturday School is assigned for various disciplinary referrals. Students who are assigned Academic Saturday School will be expected to be in the designated room from 9:00 a.m. to 12:00 p.m.

Students will be given one 10 minute break at 10:30.

During this break, they may not leave campus for any reason. Students serving Academic Saturday School must adhere to the same behavior rules and expectations as the academic detention program. In some cases, students will be allowed to use their laptops for schoolwork, but they may not use headphones or the Internet. Parents of students assigned to Academic Saturday School will be notified via telephone, e-mail, or Saturday School referral slip. If a student does not attend Academic Saturday School, he/she will be assigned an in-school suspension the next school day.

Bullying

Bullying can be defined as repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. It is any act that generates a climate in which students and/or teachers feel fear or intimidation. There are three characteristics that generally describe bullying behavior: it is deliberate, it is repeated over time, and it is intended to harm another person. A common element in bullying is a perceived imbalance of power, which allows one student—or groups of students—to victimize others.

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

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

If bullying is suspected or reported, the incident will be dealt with immediately by a member of administration. The incident will be recorded and parents will be informed. The consequence is suspension – number of days will depend on the incident.

Suspension from School

When severe disciplinary action is necessary, a student may be suspended from all classes and school activities for a specified number of school days. Any suspension from school should be seen as a firm warning that a student's behavior is unacceptable in the school community. Students suspended "in-school" will be removed from the general student population for the duration of the suspension. School work will be administered to a student serving in-school suspension. If a student receives "out of school" suspension, he/she must make arrangements with the teacher regarding make-up work and tests on his/her first day back from school. When a student is on an out-of-school suspension and/or expulsion, the student is not permitted to be on campus without permission from an administrator, nor allowed to participate in any co-curricular or other school related activities.

Restriction from School

The usual method for ensuring a prompt conference with parents is the restriction of a student from classes and school activities until the conference occurs. The school principal imposes such restriction, often at the end of a school day so that a minimum amount of class time will be missed.

Permanent Student Files

A permanent cumulative file for each student is maintained in the registrar's office. These files include transcripts of credit, copies of report cards, letters of recommendation or discipline, and score reports from standardized tests such as PSAT and SAT. Students may arrange to review their own files with the high school counselor. Health files are maintained in the nurse's office.

Guidelines for Student Behavior

It is the responsibility of each student to evaluate the appropriateness of, and to be accountable for, all of his/her actions. Any indecent or discourteous act is considered inappropriate behavior; and any action inside or outside the classroom, which interferes with another student's education or well-being, will be considered a violation of school rules. The following list of unacceptable actions, definitions, and sanctions is provided as a guide, but it is not intended to be a complete list.

Behavior Probation

Students with multiple office referrals and who are demonstrating disruptive behavior, behavior that detracts from learning, or behavior that is impacting the ability of others to learn may be placed on Behavior Probation. A Behavioral Contract will be signed at a meeting between the student, their parents, and the High School Office, and a plan will be developed to help the student correct the misbehavior. Continued misbehavior will result in a recommendation for the student to leave ASK.

Behavior Chart

Action	Definition	Consequence
Academic Dishonesty All forms of academic dishonesty and plagiarism are defined in detail on page 13.	Copying, plagiarism, assistance from another on tests, quizzes, papers, etc. Any talking during test, any books or notes not completely put away, any use of mobile phones, etc. The appearance of cheating is treated as cheating.	Academic Saturday School. Student receives an incomplete for the assignment, quiz or test until an alternate version is completed for up to 90% of their total score. Parent will be notified. Academic dishonesty will jeopardize your standing in school organizations. Repeated infractions may carry more severe consequences including suspension. See page 14 for more detail.
Alcohol & Drugs Use Possession Distribution	Use – to consume/ingest in school. Possession – having on your person, clothing, locker or other personal effects. Distribution – to divide or apportion to one or many.	Suspension or recommendation for expulsion.
Arguing	Arguing or not following the first request of a teacher, staff member, or school employee.	Academic Detention. Continued after first request may be Academic Saturday School or Suspension.
Arson	The malicious burning of or attempt to burn property.	Recommendation to the Superintendent for immediate expulsion.
Assembly Behavior	When in assemblies, concerts, presentations, plays, or speeches, students must not demonstrate disrespectful behavior such as talking, laughing, rhythmic clapping, making any noise, or distracting either the audience or the on-stage participants.	Immediate removal from assembly, and may also include loss of the privilege of attending assemblies, detention, and increasingly severe consequences including a complete ban on attendance at any school performances or events.
Bullying	Bullying may be physical, verbal, or relational. See page 16 for further detail.	Academic Saturday School or suspension depending on severity of incident.
Disrespectful/Obstinate Behavior	Showing a lack of respect or courtesy. Stubbornly refusing to change one's chosen course of action despite attempts to persuade one to do so.	Academic Saturday School or suspension depending on severity of incident.
Fighting Play ("fooling around") Real	To contend through physical contact or altercation. All who participate, regardless of who initiates the contact, are guilty.	Academic Saturday School or suspension depending on severity of incident.
Forgery	Falsely or fraudulently making or altering school-related documents or instruments of any kind, for example, a progress report to parents, hall pass, etc.	Indefinite suspension until a meeting with parents, student, and other relevant school personnel. A second violation warrants recommendation for immediate expulsion.

Action	Definition	Consequence
Gross Misconduct	The act of deliberate or willful conduct, verbal or physical, detrimental or disruptive to normal functions of school programs or academic process.	Indefinite suspension until a parent-student meeting is held to resolve the situation. Increasingly severe consequences for additional infractions. (i.e. expulsion)
Inciting Behavior	Any behavior that detracts from the calm nature of the school (i.e. yelling, chanting, clapping, pushing, jumping on others, etc.).	Academic Saturday School or suspension depending on severity of incident. Increasingly severe consequences for additional infractions such as indefinite suspension.
Insubordination	Failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school rules and/or academic rules, etc.	Academic Detention/Saturday School/Suspension. Increasingly severe consequences depending on infraction or for additional infractions. (i.e. expulsion)
Loitering	"Hanging Around" on/off campus in the neighborhood of the school before or after school.	Academic Detention. Increasingly severe consequences for additional infractions.
Obscenity	Use of obscene or vulgar language by students, in verbal or written form, or in gesture or in pictures or caricatures in or on school property.	Academic Detention and increasingly severe consequences for additional infractions.
Persistent Disobedience	Repetition of the same conduct or accumulation of instances of varied misconduct.	Academic Detention, Saturday School, or suspension.
Physical Assault or threat of assault on a staff member or administrator.	Assault - A violent physical or verbal attack or the threat to do harm to another with or without doing any harm.	Indefinite suspension and/or recommendation to the Superintendent for immediate expulsion.
Physical Assault on another student.	Assault - A violent physical or verbal attack with harm.	Indefinite suspension and/or recommendation to the Superintendent for immediate expulsion.
Public Display of Affection. (PDA)	Touching, hugging, or kissing or in any way displaying affection for one another, especially male-female affection.	This is against Ministry rules. Administration will take extreme measures to enforce this rule.
Sexual Harassment	Any communication or conduct of a sexual nature where the conduct interferes with educational performance, intimidates others, or creates a hostile or offensive environment on the basis of sex.	Academic Saturday School or suspension depending on the nature of the harassment. Increasingly severe consequences for additional infractions.

Action	Definition	Consequence
Smoking/ Suspicion of Smoking	Smoking is to be in possession of, or use of, tobacco products at or around school or at any school-related activities. Suspicion of smoking is being in an area that smells heavily of smoke, or you smell heavily of smoke on school grounds or at a school activity.	Smoking- Mandatory two-day out of school suspension. Increasingly severe consequences for additional violations. Suspicion of Smoking- Documented and parents will be notified. A second incident of suspicion will be treated as smoking.
Speaking a Language Other than English in Class.	Students must use English in all English speaking classes to develop needed skills.	Classroom consequences by the teacher. Increasingly severe discipline for additional infractions.
Theft	To take or assist someone in taking or attempting to take the property of another without permission with intent to keep or make use of. Theft means stealing	Complete restitution at full replacement value along with other disciplinary action which will include suspension.
Theft of an Exam, Test, Quiz	To take or assist someone in taking or attempting to take a quiz, exam, or test from any school personnel without permission with intent to keep or make use of.	This action also constitutes academic dishonesty and will jeopardize student's standing in school organizations. Indefinite suspension until a parent-student meeting is held to resolve the situation. Increasingly severe consequences for additional infractions. (i.e. expulsion)
Truancy	The act of unauthorized absence from school or class for any period of time. This includes tardiness in excess of 5 minutes to periods 2-6.	Academic Saturday School.
Weapons or Look-a-Like Weapons, Knives or any Other Dangerous Objects.	Use – Threatening to utilize or utilizing a weapon or a look-a-like weapon. Possession – having on your person, clothing, locker or other personal effects.	Recommendation to Superintendent for immediate expulsion.
Calling students from outside of ASK to “talk” or fight after school.	Calling family members or friends who do not attend ASK to come to the school after school for any reason. This includes talking to a family member at home and knowing that they plan to come to the school and not reporting it to the office.	Indefinite suspension and/or recommendation to the Superintendent for immediate expulsion.

Note: The Owner reserves the right to impose additional consequences to those listed above (i.e.) expulsion, depending upon the circumstances. All decisions will be in accordance with the Ministry of Education.

Evaluation of Student Progress

Evaluation of student progress by members of the faculty is a continuous process. When evaluating student achievement, teachers consider homework assignments and classroom participation, together with test, quiz, and project scores. Teachers observe performance in the classroom daily. When students miss classes, waste time during the class period, or are disruptive, learning opportunities are lost. Teachers must consider these things when assigning grades to document student progress.

Progress Reports / Communication

Written progress reports from teachers to parents may be sent at any time during the school year. Progress reports are used by teachers to inform parents of student performance and behavior. Teachers may also wish to phone or email parents directly, especially when circumstances require discussion or clarification. Formal progress reports are distributed to parents four times during the school year at the mid-point of each grading period.

Grade Reporting

Formal grades are reported to parents four times during the school year: at the mid-point of each semester and at the completion of each semester. Mid-semester grades provide information about a student's performance but are not recorded on permanent legal transcripts. Only final semester grades are recorded on permanent legal transcripts. Students who receive a failing semester grade will not receive credit for the course.

Exams

Exams or other student work may be given to or shared with the student following grading. They are also available for parents if they make an appropriate request or visit. Some exams or student work may be retained by the teacher at the discretion of the teacher.

Semester Examinations

At the end of each semester several school days are designated for final examinations. The review period is generally two days before the semester exams begin. Grades on final exams are used to compute final semester grades and could raise or lower a final semester grade depending on the quality of performance on the final examination. Finals are worth 20% of the semester grade.

Seniors can earn an exemption from a final exam in an individual class, for the second semester only, by meeting the following criteria for that class:

- Earning a grade of A- (89.5%) or better as of the last day of the class before review days
- Maintaining an attendance rate that includes no more than eight (8) absences in that class

Letter Grades used at ASK

A (90% - 100%)

Excellent comprehension and application of all material. Scholarship exceeds teacher expectations. Contributions exceed assignments. Attitude is positive and beneficial to the entire class. Improvement is observable and measurable.

B (80% - 89%)

Above average comprehension and application of all material. Consistently outstanding work in all areas. Scholarship is accurate and complete. Attitude and cooperation are beneficial to the class and enhance the learning environment.

C (70% - 79%)

Average comprehension and application of all material, or above average in some areas and below average in others. Work in general is of medium quality. Scholarship may be strong in one area and weak in another. All assignments are attempted. Attitude and cooperation are proper and acceptable.

D (60% - 69%)

Comprehension and application of most material barely meets minimum quality. Scholarship is weak in most areas. Initiative is usually not evident. Attitude is neutral at best. Cooperation is neither positive nor effective.

F (59% and below)

Failure to comprehend or apply most of the material presented. Scholarship is weak in all areas. Work in general does not meet the minimum requirements of the teacher. Attitude is generally apathetic or uncooperative. No initiative is evident.

Grading and Credits & Advanced Placement (AP) Program

Academic Probation

ASK's goal is to support student success but we recognize that a college prep school is not the best environment for all students to learn. Students with a GPA below 1.5 and who have two or more F's on their report card will meet with their counselor or administrators to discuss ways to improve their academic performance. If the student's low GPA and multiple F's remain on a subsequent report card, a second meeting with the student's parents will be called by the HS Office and an Academic Contract will be signed. Further low performance may result in a recommendation for alternative placement in another school.

Report Card Grade Table

Letter Grade	Percentage	GPA Regular Course	GPA AP Course
A	93 - 100	4.0	5.0
A-	90 - 92	3.7	4.7
B+	87 - 89	3.3	4.3
B	83 - 86	3.0	4.0
B-	80 - 82	2.7	3.7
C+	77 - 79	2.3	3.3
C	73 - 76	2.0	3.0
C-	70 - 72	1.7	2.7
D+	67 - 69	1.3	2.3
D	63 - 66	1.0	2.0
D-	60 - 62	0.7	1.7
F	59 and below	0	0

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

P Used to award credit in unusual situations when credit is deserved but the student's work cannot be more accurately evaluated.

WP Indicates that the student has withdrawn from a class he was passing at the time of withdrawal.

WF Indicates that the student has withdrawn from a class he was failing at the time of withdrawal.

Grading and Credits & Advanced Placement (AP) Program

Assessment

The main purpose of assessment is to improve student learning. Assessment informs instruction and communicates information about achievement to students, teachers, and parents. All High School subjects will assess students in two categories:

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

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

Summative assessments are given regularly to determine what students know and are able to do. Summative assessments can include unit tests, projects, writing, presentations, speeches, debates, etc.

No Zero Policy – Summative Assessment

Summative assessments allow students to demonstrate their knowledge of our standards in a given subject. So that we can accurately measure learning, it is imperative that students complete all summative assessments in all of their courses. At ASK we do not accept zeroes on summative assessments. The school will take many measures to ensure that students complete their work.

Students will be required to attend additional school after school or on Saturdays until their work is complete.

Summative Make-Up Procedure

- Students must complete all summative assessments
- Failure to complete summative assessments within the original test date and make-up test date will result in a referral to the office
- Upon students missing their second opportunity to complete the summative, teachers must notify administration, contact student's parents, and schedule one more make-up opportunity
- Upon missing the third opportunity, the summative will be handed to administration, parents will be contacted and students will be scheduled to complete work after school and on Saturday until the work is completed for up to 90% of the final score
- If a student misses two scheduled make-up opportunities by the administration (now a total of 5 opportunities in total), the student will receive a score of 40% and no longer be able to make-up the assessment.

Summative Re-Do Procedure

- Typically summative assignments and tests cannot be re-done
- Teachers may allow students revision and error analysis opportunities to demonstrate their knowledge and potentially earn additional points
- If students have demonstrated significant improvement over time in a given standard, teachers may waive previous points earned for lower marks

Class Standing

A student needs to complete 7 credits to be considered a sophomore. He/She needs to complete 14 credits to be considered a Junior and 21 credits to be considered a Senior. Credits will be evaluated at the completion of each school year.

Graduation Requirements

The American School of Kuwait's diploma is awarded to individuals who have completed a minimum of eight semesters of academic work beyond the eighth grade and have earned a minimum of 30 credits.

One unit of credit is awarded for the successful completion of a course, which meets daily for a full school year. One-half unit of credit is awarded for the satisfactory completion of a course, which meets for one semester. Credit is awarded at the end of each semester.

Students transferring to ASK from any school other than an American school abroad must complete both eleventh and twelfth grades at ASK in order to be eligible for an ASK diploma.

Credit

Final semester grades of A, B, C, D and P indicate that a student has earned credit for a completed course. The grade of I is a temporary grade that indicates that the work is in progress. Incompletes are changed to A, B, C, D, F or P after a reasonable length of time. Students earning an incomplete are not eligible for the Honor Roll. No credit is awarded for a grade of F. Credit is not awarded for repeated specific content courses in which credit has already been awarded.

Grading and Credits & Advanced Placement (AP) Program

Courses	Graduation Requirements	
English	7	✓ *All credits above the minimum required fulfill elective credits. ✓ Enrollment in Arabic language courses is required of all students in grades 9 and of all native speakers of Arabic through grade 12. ✓ Study of Islam is required of all Muslim students during each semester of enrollment. ✓ All students must complete and pass a minimum of 3 math courses in high school.
Social Studies	3.0	
Math	3.0 (Highly recommend 4.0)	
Science	3.0 (Highly recommend 4.0)	
Foreign Languages	2.0 (2 in the same language - 3 years recommended)	
Technology	1.0	
Fine Arts	1.0	
Physical Education	1.5	
	22.5	
Electives	7.5	
Total	30	

Advanced Placement (AP) Program

The Advanced Placement (AP) program is a strong and viable part of the academic experience at the American School of Kuwait. AP coursework enables students to complete college level studies during secondary school, thus serving, in many ways, as an academic bridge that helps to smooth the transition from secondary school to college.

The primary goals of the Advanced Placement program are to enrich the secondary school experience of students willing and able to apply themselves to college level studies. The AP program also provides the means for colleges to grant credit to or make appropriate placement of students who have successfully completed the rigorous AP curriculum, and in most cases, earned scores of four or five on the AP exam.

To Be Eligible a Student Must Meet the Following Criteria:

1. Hold a "B" in each of the prerequisite courses below:

AP Biology	_____➡	Biology & Chemistry
AP Chemistry	_____➡	Chemistry & Algebra 1
AP Physics B	_____➡	Physics & Alg. 2 or C+ in Pre-Calc
AP English Language	_____➡	English 10 or C+ in Honors English 10
AP English Literature	_____➡	English 11 or C+ in Honors English 11
AP Calculus A/B	_____➡	Pre-Calculus
AP Statistics	_____➡	Alg. 2 or C+ in Pre-Calculus
AP Computer Science	_____➡	Pre-AP Computer Science
AP World History	_____➡	World History I
AP U.S. History	_____➡	World History II
AP Human Geography	_____➡	World History I
AP Psychology	_____➡	Biology and Psychology
AP Economics (micro and macro)	_____➡	Economics & Alg. 2 or C+ in Pre-Calc
AP French	_____➡	French III or Native Fluency
AP Spanish	_____➡	Spanish III or Native Fluency
AP Studio Art	_____➡	Advanced Fine Art

Grading and Credits & Advanced Placement (AP) Program

If your grades drop below a B in the prerequisite course during the second semester, you will be dropped from the AP course and asked to choose an alternate class.

2. A signed parent permission slip acknowledging that:

- the student will be graded as a university student, not as a high school student.
- the student will be held to the expectation level of university students – i.e. at least three hours of studying for every hour spent in class; students must also demonstrate academic independence and maturity.
- any student withdrawing from an AP course will have this noted on their official transcript either as “Withdraw – Passing” or as “Withdraw – Failing” depending on the student’s course grade at the time of withdrawing. Although not computed into the student’s GPA this does indicate to universities considering the student that he or she did not successfully complete the AP course. They may or may not weigh this into their acceptance decision.
- a student must take the AP exam in May or the AP designation and weighting will be removed from the transcript.
- a student must earn a 3 or above on the AP exam in May or the AP designation and weighting will be removed from the transcript.

Provided these criteria are met, it is up to a student and his or her family to decide the number of AP courses for which a student should enroll during one school year.

AP Frequently Asked Questions

Are AP courses weighted?

Yes, AP courses are weighted.

A	= 5.0
A-	= 4.7
B+	= 4.3
B	= 4.0
B-	= 3.7
C+	= 3.3
C	= 3.0
C-	= 2.7
D+	= 2.3
D	= 2.0
D-	= 1.7
F	= 0

Once I am in an AP course, do I have to take the exam?

Yes, all students taking an AP course are required to take the AP exam. Again, AP courses are only for serious students and those wanting a college level challenge. If you do not want to take the exam, you are probably not serious about wanting to take an AP course. Students who take an AP course and miss or do not take the AP exam (for any reason including illness) or score below a three on the exam will not receive a weighted grade for that course.

How do I apply for AP courses?

As you are determining your next year’s academic schedule, request, in writing, those AP courses that you feel you qualify for and that meet your educational goals. Keep in mind the criteria mentioned above. After you have submitted your AP course(s) request, the guidance department will complete an evaluation of your prerequisite grades. In order to be scheduled into the requested AP classes, students must return a signed Parent Agreement Form to the counselor.

Are there Semester Exams?

All AP classes will have semester exams in the first semester. Since the AP exam will be completed in May, the AP teacher has the discretion of whether to give a second semester AP exam in June.

Programs and Services

Guidance Counseling

The counseling office is dedicated to helping students in both academic and personal concerns. Students who encounter academic difficulty will meet with a counselor on a regular basis to correct the problem if possible. The counselors have an open door policy and are anxious to assist each student in any way they can.

College Selection and Admission

The counseling office maintains a library of college and university bulletins and catalogs, applications, and financial aid forms. The books are available for student use in the career center and library only. Juniors and seniors are encouraged to get an early start on selection of and application to colleges. Postal delays to and from Kuwait can make the difference in admission to a preferred college. The counselor will work with students to discuss and assist in career information.

Career Counseling

Following the completion of the PLAN test in grade 10, results will be discussed on an individual basis. The Interest Inventory component on the PLAN test will be the primary focus.

Selecting Courses of Study

Early in the second semester, the counselor will meet with students in each grade level to discuss next year's schedule, graduation requirements, new courses to be offered, etc. In this setting students will receive a course selection form listing both required and elective courses to be offered the following school year. Each student is expected to submit this course selection form signed by a parent before the designated deadline, together with a tuition deposit to the school cashier, so his/her schedule may be prepared. For those who submit a re-enrollment form and a tuition deposit, conflicts and scheduling problems will be solved in discussion with the guidance counselor. Students must carry a full load of **4** credits per semester.

Changing Class Schedules

Spring course selection is final. Unless there is an error in the schedule, changes cannot be made in the fall.

Health Services

School Nurse

A registered nurse is available at school throughout the school day. Matters pertaining to student health should be directed to the school nurse.

Students must obtain a pass from their regular teachers before reporting to the nurse; students must also report to the office before and after their nurse visit.

The nurse gives immunizations required by the School Health Department with permission from the parents. Medicines are administered to students only with written permission from the parents. Any prescription drugs required by a student during school hours should be registered with the nurse.

Illness at School

When ill, students will be sent to the nurse's office, and the nurse will determine the nature and degree of illness and the course of action to be followed. The nurse will notify the High School office if a student is to be sent home. When the nurse or the High School office determines that a student is to be sent home for illness, parents will be asked by telephone to come to school to take the student home. The student will wait in the High School office until notified by the gate personnel that his/her transportation has arrived.

Accidents and Injuries

Injuries that occur at school must be reported to the nurse. **STUDENTS MUST NOT ATTEMPT TO MOVE ANYONE WHO CANNOT MOVE HIM or HERSELF** but must get the nurse, principal, or a teacher to help. Students injured at school receive first aid from the nurse or school doctor.

Media Center Services

Teachers and students are invited to use the school library on school days from 6:45 a.m. to 3:00 p.m., Sunday through Thursday. The library will occasionally be closed for faculty meetings, usually on Tuesday afternoons or as announced. During Ramadan the hours and days may change. The library may be used by individuals for research, study and book checkout. Books may be checked out for 3 weeks and may be renewed if another student has not requested them. Students may check out as many as 4 books at a time. Encyclopedias and other reference books will not be checked out but are available for use in the reference area of the library. Teachers may arrange with the librarian to bring their classes to the library for research. Students are expected to quietly read or study and to help keep the library clean. No audible conversation, eating or drinking is permitted in the library.

Library Card

Each student will be issued a library patron number at the beginning of their enrollment at ASK.

Students must present their library patron number to check out materials. Please memorize your library patron number or have your student ID card ready to scan for book check-out.

Loss of Books and Other Materials

If a book or other library material is lost, the person to whom it is checked out must pay for its replacement at a fee two times the cost to compensate for processing and shipping. Report cards may be withheld from students who have unpaid replacement charges.

Photocopying and Printing Services

Photocopying pertaining to classroom needs is available free of charge. Copies from library reference books are exempt from any charge. As well, students and teachers who have reserved the library for classroom visits are not required to pay for copy and printing services. Printing services are free of charge.

Computers

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

Overdue Books

It is the responsibility of the student to return books by the due date. Students with overdue books are not eligible to check out library materials or to receive report cards.

Orientation

New students are scheduled for a conference with the counselor to discuss enrollment, select courses, and receive orientation to the school. New student orientation and lunches are also organized.

Standardized Tests

The counseling office schedules and administers several examinations during the school year. Test bulletins, practice booklets, and answers to questions about these tests are available in the counseling office. The Scholastic Assessment Test (SAT I) is a college entrance examination offered at ASK six times each year. It measures a student's competence in English, mathematics, and writing.

The SAT II Achievement Tests are college entrance examinations offered on the same dates as the SAT I. The Achievement Tests measure mastery of concepts in 13 subjects: U.S. History, European History, Math levels I and II, Biology, Chemistry, Physics, English Literature, English Composition, French, German, Spanish and Latin.

The Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test (PSAT/NMSQT) introduce students to the college admissions format. It is also used to identify students for National Merit Scholarships. All ASK juniors take the PSAT in October. The Advanced Placement (AP) examinations are sponsored by the College Board and are available in 15 different subjects. Most examinations are three hours in length and consist of both multiple-choice and free response essay questions. The examinations are designed for students who have completed an AP course. Currently The American School of Kuwait offers Advanced Placements courses in Biology, Chemistry, Physics B, Calculus AB, Statistics, Economics, US History, World History, English Language, English Literature, French, Spanish, Studio Art and Computer Science. Many colleges and universities award college credit for acceptable scores on AP exams.

In High School students have the opportunity to take a standardized exam in each year of High School: MAP in grade 9, PLAN in grade 10, PSAT in grade 11, and SAT/ACT in grades 11 & 12.

The MAP test measures students instructional level and academic growth throughout the school year and from year to year in Reading, Language Usage, and Mathematics. The tests are unique in that they adapt to be appropriate for students' levels of learning so that we can focus on every child's individual growth and achievement. Twice a year, in September/October and April/May, students take the tests over three consecutive days for a total of three hours of testing. The test is administered on a computer.

PLAN is a test based on the ACT format with a career component and tests areas in English, science, reading, and mathematics. It is paired with the EXPLORE test taken in eighth grade; the PLAN is taken in tenth grade in October.

College Entrance Test (ACT) is a test in four major areas: English, math, reading and science. It is scored on a scale of 1 to 36. This test is given twice during the academic year. It is given in October and April.

ASK School Activities and Athletics

ASK offers many clubs and organizations with activities from service projects to leadership opportunities and competitions. All students are encouraged to join and take active part in the club or activity of their choice and interest. After-school activities operate from 2:15 to 4:00 p.m. throughout the year. The American School of Kuwait is a member of the Near East Schools Activities Conference (NESAC) and the Kuwait Schools Activities Association (KSAA). School athletic teams and fine arts groups travel to other countries for competition. ASK hosts groups from other countries and provides accommodations for the visiting students in the homes of our students.

Student Activity Eligibility

For the purpose of eligibility, extra-curricular activities are after-school athletics and fine/performing arts which occur more than one day a week. Participants are required to maintain a 2.0 GPA with no failing grades. Students are allowed to appeal their eligibility once in their High School career. All other appeals will be heard on a case by case basis. Eligibility status will be determined each quarter when report cards are issued and will be in effect for the following quarter. Fourth quarter eligibility will affect the first quarter athletics/activities of the following year. Students who are ineligible at the start of a season/activity will remain ineligible throughout the season/activity. While a student is ineligible, they are not allowed to participate in any tryout, practice, games or activities. Students must also maintain an appropriate behavior record. Excessive absences and/or disciplinary referrals may affect a student's eligibility or opportunity to travel. Prior to missing any school days, participants are responsible for the completion of a Travel Assignment Form issued by the activities office.

Exception: Eligibility of students preparing to travel/perform or participate in an NESAC tournament/activity hosted by ASK is not affected if the quarter ends 3 weeks or less before the event.

As part of our strategic action, our goal is to engage all students in school activities. Thus, we will give careful consideration to any student applying for more than one officer position in year-long organization. We believe that it is better to fully commit to one task and aspire for excellence rather than overextending and juggling multiple positions. Therefore, students applying for more than one officer position may not be considered due to their other commitments and obligations.

Athletic Probation

Students who are deemed ineligible to participate in Falcon Athletics and Activities due to poor academic performance will be placed on Athletic Probation. Students on Athletic Probation must complete a weekly check-in form with each of their teachers and have their teachers sign the form along with the Activities and Athletics Director and their coach or activity sponsor. Students will be taken off Athletic Probation once their grades have improved.

High School Activities	High School Athletics		
Academic Games Model United Nations Forensics and Debate NESAC Band & Choir Festival Oman Festival of Choirs Sound and Lights Crew Fall & Spring Drama Productions National Honor Society Student Council Sustainability Committee Peers & Leaders Roots & Shoots	Fall Boys Soccer Girls Soccer Boys Swimming Girls Swimming Boys Volleyball Girls Volleyball	Winter Boys Basketball Girls Basketball	Spring Boys Track & Field Girls Track & Field Boys Badminton Girls Badminton

Student Council

In order to be eligible for Student Council Executive Office, you must have maintained a cumulative 2.75 GPA for the previous three quarters and have maintained good attendance and behavior records. In order to be eligible for senator, you must have maintained a cumulative 2.75 GPA for the previous four quarters and have maintained good attendance and behavior records.

Additionally, the application process requires an interview, ratings from two randomly selected teachers whom you've worked with at ASK, and a completed application with essay, past experience, and a list of other time commitments.

For senator, potential candidates will be rated on these components and given a composite score; students who don't fall within the top 75% of applicants will be eliminated. Those who remain will be eligible to run for senator positions which are elected by the student body.

For executive officer positions, students will be rated based on the same components and selected by a committee composed of the previous year's president, another member of the previous year's executive council, a StuCo advisor, a member of the administration, and another member of the faculty.

Those interested in Student Council should consistently uphold ASK's core values, serve as a positive role model for their peers both in and out of class, and show a true sense of responsibility.

National Honor Society

Once a year a student may apply to become a member of NHS. The student must have a cumulative GPA of 3.5. An application form will be made available to students who meet the GPA criteria. The student applying must indicate why he/she should be considered for NHS. The areas which a student should highlight are Leadership, Service, and Character. An essay supporting the candidate must accompany the application. A survey is sent to all high school teachers for their input regarding each candidate. Finally, an interview with a panel of faculty members and NHS officers will determine, after considering all information, who will be inducted into the NHS.

National Thespian Society

Once a year a student may apply to become a member of NTS based on their outstanding work and excellence in the ASK Theatre Program. Criteria for admission is formulated using the Thespian Point System outlined by the International Thespian Society and by a demonstration by the student that they value and respect the traditions, rules, and processes that all Theatre Productions are built on.

Mu Alpha Theta Math Honor Society

Mu Alpha Theta is the American high school and two-year college mathematics honor society. With more than 2,000 chapters, it has over 99,000 student members worldwide. Our chapter is active in American math contests and provides service back to the school in the form of peer tutoring. Each year at the beginning of the 2nd semester, qualifying Algebra 1 students will be invited to join Mu Alpha Theta. Students must have a B or higher for each semester of math beginning with Algebra 1 to become and remain a member. A survey is sent to two teachers of the student's choosing for their input regarding the candidate. Students who meet minimum grade requirements and receive positive teacher surveys are admitted to the society.

Student Recognition and Awards

Senior Awards

The following awards are presented to seniors during the senior awards ceremony:

Valedictory Award - is presented to the senior student who achieves the highest cumulative academic record at the American School of Kuwait. A student must be in attendance at the American School of Kuwait for four semesters to be eligible for this award. All four years of high school grades will be used in this calculation.

Salutatory Award - is presented to the senior student who achieves the second highest cumulative academic record at the American School of Kuwait. A student must be in attendance at the American School of Kuwait for at least four semesters to be eligible for this award. All four years of high school grades will be used in this calculation.

The Presidential Academic Achievement Awards are presented to graduating seniors whose cumulative grade point averages are at least 3.5.

The Presidential Academic Excellence Awards are presented to graduating seniors whose cumulative grade point averages are at least 3.5 and whose percentile ranks on national standardized achievement tests are above the 85th percentile (1200 combined SAT) in both verbal and mathematics areas.

The Senior Award for Excellence is presented to an outstanding senior student. The student must excel academically, but consideration also is given to character, personality, service to the school, and overall excellence.

The Senior Democracy Award is presented to the senior student who contributes most to the internal setting at the American School of Kuwait. The recipient is one who mixes well with students of all nationalities and demonstrates maturity and "world mindedness."

The Senior Citizenship Award is presented to a senior student who accepts and fulfills the role of a responsible and conscientious student, and who demonstrates superior maturity, good citizenship and an attitude that will lead to continued success and achievement.

The Senior International Award is presented to a student who is a good representative of his/her country, with a positive attitude toward the life and culture of others, able to converse in at least two languages, a contributing force in the life of the school, with the ability to bring differing people together into a sense of community, thus furthering the cause of international understanding.

Senior Awards Criteria

Award	Criteria	Based On	Award
High Honor Roll	3.75 GPA	3 of 4 Quarters of Senior Year	Gold Cord
Valedictorian	# 1 Cumulative GPA	Grades 9-12 Combined	Engraved Plaque
Salutatorian	# 2 Cumulative GPA	Grades 9-12 Combined	Engraved Plaque
Distinguished Scholars	Top 5 Cumulative GPA following the Salutatorian (3rd rank through 7th)	Grades 9-12 Combined	Engraved Plaque
Presidential (Gold)	3.7 GPA Cumulative AND 1200+ SAT Score in Math & Critical Reading Combined	Grade 9-Semester 1 of Senior Year Combined	Certificate
Presidential (Silver)	3.5 GPA Cumulative	Grade 9-Semester 1 of Senior Year Combined	Certificate
ASK Scholars	3.3 GPA Cumulative	Grades 9-12 Combined	Red Cord

Student Recognition and Awards

Student Subject and Service Awards

High school students are honored for outstanding performance in their subject areas. At the end of the year, separate recognition ceremonies are held for underclassmen and for seniors.

High Honor Roll, Honor Roll

Each quarter students are recognized for their academic achievement.

1. Students with a GPA of 3.7+ are placed on the High Honor Roll.
2. Students with a GPA between 3.3-3.69 are placed on the Honor Roll.

At the end of each academic year, an Underclassmen Award Ceremony is held.

Underclassmen Academic Awards take place each spring and are based on the performance of the first three quarters of the school year. If a student becomes eligible for recognition based on their 4th quarter performance they will be recognized by the HS Office.

Underclassmen Awards Criteria

Award	Criteria	Based On	Award
High Honor Roll	3.70+ GPA For All 3 Quarters	Consistently on the High Honor roll in 3 of 4 Quarters	Cords and Certificates (Blue-Gr.9/ Green-Gr.10/ Purple-Gr.11)
Subject Award		The highest performance by subject	Medal
Academic Excellence Award		The most awards in each grade level but must have a minimum of 3	Crystal Plaque

Athletic and Activity Awards

Members of teams and groups who have represented the school in co-curricular activities are honored at the annual spring Falcon Awards Banquet. Recognition includes:

- Varsity or Junior Varsity Falcon Letter
- A Star Pin for each activity
- Most Valuable and Most Improved Player/Member for each Team/Activity
- The following department awards:

Junior Varsity and Varsity Male and Female Athlete of the Year Award

Criteria

- Is respected by peers and is respectful to others
- Is a role model in preparation, participation, and work ethic
- Is faithful and consistent in attendance to practices, performances, and matches
- Exhibits exceptional abilities and skills in multi sports or activities

Scholar Athlete and Scholar/Cultural Achievement of the Year Award

- The ASK student who possesses all of the qualities of the Athletic or Cultural Achievement awards while maintaining a superior academic standing.

Sheik Fahad Al Ahmad Al-Sabah Award

- The Kuwaiti athlete who most exemplifies courage and sportsmanship, qualities encouraged by the late Sheik Fahad.

Fritz Cameron Leadership Award

- The ASK student who combines excellence in athletic and in cultural activities, while exhibiting the traits of our beloved Fritz Cameron.

Schedule

The rotating schedule allows for students to see their teachers four times each week. We use a four day rotation. A schedule is not necessarily tied to a specific day of the week, however it will be a continuous cycle of day 1, day 2, day 3, day 4, then back to day 1 regardless of the day of the school week. Therefore, Sunday could be any of the four days schedule depending on what the previous school day was the week before.

Time 55 Minute Periods	Day 1	Day 2	Day 3	Day 4
7:15 am - 8:10 am	Class A	Class G	Class E	Class C
8:20 am - 9:15 am	Class B	Class H	Class F	Class D
9:25 am - 10:20 am	Class C	Class A	Class G	Class E
10:30 am - 11:25 am	Class D	Class B	Class H	Class F
11:25 am - 12:00 pm	Lunch			
12:00 pm - 12:55 pm	Class E	Class C	Class A	Class G
1:05 pm - 2:00 pm	Class F	Class D	Class B	Class H

A Partnership for Success

It is our firm belief that our school and our students will be best served when we work together in the form of a triangle: students, parents and school. At The American School of Kuwait, we expect our parents to assist us in the education of our students. The education begins by both parents and students reading this handbook, understanding all of the contents and agreeing to abide by the policies, rules and guidelines contained in the handbook. Parents and students must show that commitment by signing the acknowledgement and agreement section at the bottom of the page.

Other ways that parents may assist us and their child work towards success are listed below:

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

ASK Code of Conduct:

As a member of the community:

I will live by its mission: to act practice compassion, make a difference and learn for life

I will apply these principles to all problems I encounter.

I will treat others, regardless of position or background, with respect, honesty, and dignity

I will ensure that my actions, attitude, and contribution are conducive to maintaining a positive learning environment for all.

I will be responsible for my own learning and will ensure that my work reflects both my integrity and the best of my abilities.

I will take proper care of my belongings and respect the property of others.

I will accept my responsibilities to the ASK community by following the school's rules and regulations.

A Partnership for Success

We have read the ASK High School Handbook. We appreciate the importance of working together with ASK to achieve the greatest possible level of success. We have read thoroughly and understand the information within the document, including policies, rules and guidelines. Our signatures below indicate we agree to abide by the policies, rules and guidelines contained in the ASK Handbook and the Code of Conduct.

Student Name

Parent/Guardian Signature

This page must be returned signed to your homeroom (A period) teacher no later than August 8, 2016.

Thank you for your careful reading of this handbook.

Here's wishing all of the ASK High School community
a rewarding 2016 - 2017 school year.





Practice Compassion

Make a Difference

Learn for Life