



المدرسة الأمريكية الدولية
American International School

Elementary School

Parent - Student Handbook

2024-2025

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OUR SCHOOL'S MISSION AND BELIEFS

Mission

AIS Kuwait inspires students to be responsible and adaptable world citizens who retain their cultural values while persevering in the face of new challenges.

تلهم المدرسة الأمريكية الدولية في الكويت طلابها ليكونوا مواطنين عالميين مسؤولين ومبدعين، ومحافظين على قيمهم الحضارية، ومثابرين في مواجهة التحديات الجديدة.

Beliefs

Holistic Development

We believe in students' intellectual, emotional, and social well-being. Therefore, we

- **educate** the mind, the body, and the core through curricular and extracurricular experiences.
- **support** students' learning needs for growth.
- **grow** in our understanding of education as a journey.

Collaboration and Growth

We believe in collaboration with parents, students, and the community as key to our students' growth and success. Therefore, we

- **contribute** to the students' growth and beliefs.
- **invite** parental engagement in curricular and extracurricular decision-making.
- **develop** students' identity of the self in relation to others.

Adaptability

We believe in our role to guide students into the uncertain future. Therefore, we

- **prepare** our students to develop as thinkers and inquirers.
- **engage** students in diverse learning experiences to develop problem-solving skills.
- **foster** our students' understanding of excellence and success.

Parent Responsibilities

- Parents will be expected to show an active interest in their child's education and to support school policies, procedures and programs.
- Parents will understand appropriate contact protocols with the school or division.
- Parents will understand the procedures related to voicing a concern about programs, placements or specific teachers.
- Parents must obtain permission and a pass from the Elementary School Office before proceeding to a child's classroom.
- Appointments to meet with any staff member during school hours are expected and will be set by appropriate secretarial staff at each division.
- Parents will act and speak respectfully, in a manner that seeks resolution for issues or disputes.
- Parents will seek answers or a resolution by first communicating with the teacher, then the assistant principal, principal, superintendent and/or owner in this order.
- Parents will inform the Elementary School Office promptly of any changes in personal contact information.

School Responsibilities

- The school website will provide school information including calendars and important notices for parents and community. www.ais-kuwait.org

- Teachers will provide frequent and regular feedback regarding each child’s progress in school.
- Teachers and staff will provide an atmosphere that is respectful, welcoming and encouraging of parental involvement.
- Principals will seek effective ways to develop strong parental involvement in their divisions and to contribute to the school’s continuous improvement plans.
- Annual surveys of parents regarding educational programs and school policies will provide administrators with information to guide subsequent decisions and implementation.
- Staff will be provided with training in cultural sensitivity and given effective strategies in dealing with multi-ethnic and multi-national parent populations.
- The school will provide parents with various opportunities to learn about programs, initiatives, and strategies that support student learning.
- The school will publish an annual document for parents and students outlining academic expectations, behavior objectives and all other school policies and procedures that guide the day-to-day operation of each division.

THE INTERNATIONAL BACCALAUREATE ORGANIZATION

The International Baccalaureate Organization (IBO) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. The IBO offers students three programmes: the Primary Years Programme (PYP) for AIS students in kindergarten to grade four; the Middle Years Programme (MYP) for AIS students in grades five to ten; and the Diploma Programme (DP) for AIS students in grades eleven and twelve.

Through the *IBO Learner Profile* and the commitment to *International Education*, AIS seeks to prepare its students to meet the complex needs of the 21st Century. The IBO Learner profile seeks to develop students that are inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

The concept of international education is defined according to the following criteria:

- Developing citizens of the world in relation to culture, language and learning to live together
- Building and reinforcing students’ sense of identity and cultural awareness
- Fostering students’ recognition and development of universal human values
- Stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning
- Equipping students with the skills to learn and acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas
- Providing international content while responding to local requirements and interests
- Encouraging diversity and flexibility in teaching methods
- Providing appropriate forms of assessment and international benchmarking.

Together, AIS and the IBO are preparing students for success. For more information about the school or the programmes please visit the American International School www.ais-kuwait.org and the International Baccalaureate Organization www.ibo.org

THE PRIMARY YEARS PROGRAMME (PYP)

The International Baccalaureate Primary Years Programme (PYP) is designed for students aged 3 to 12. It focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional and cultural needs in addition to academic development.



Primary Years Programme Curriculum Framework

At the heart of the programme's philosophy is a commitment to structured, purposeful inquiry as the leading vehicle for learning. Six transdisciplinary themes of global significance provide the framework for exploration and study:

- Who We Are
- Where We Are in Place and Time
- How We Express Ourselves
- How the World Works
- How We Organize Ourselves
- Sharing the Planet

Teachers are guided by these six transdisciplinary themes as they design units of inquiry that both transcend and articulate conventional subject boundaries.

The programme can be illustrated with the six transdisciplinary themes embracing the six subject areas:

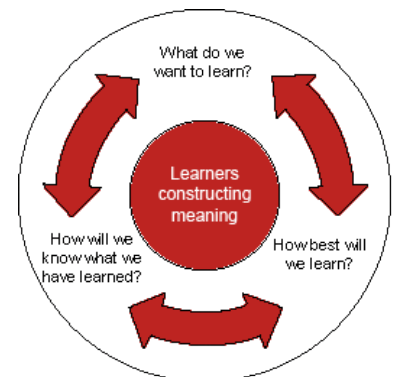
- Language
- Social Studies
- Mathematics
- Arts
- Science and Technology
- Personal, Social and Physical Education

The themes and subject areas outlined above form the knowledge element of the programme, and are celebrated through Action and the PYP Exhibition. The Essential elements of the PYP—concepts, knowledge, skills, surround the Learners that are always at the center.

Five Essential Elements

The five essential elements listed above are incorporated into this framework, so that students are given the opportunity to:

- gain knowledge that is relevant and of global significance
- develop an understanding of concepts, which allows them to make connections throughout their learning
- acquire transdisciplinary and disciplinary skills
- develop attitudes that will lead to international-mindedness
- take action as a consequence of their learning.



Curriculum Model

The curriculum is expressed in three interrelated ways:

- the written curriculum—What do we want to learn?
- the taught curriculum—How best will we learn?
- the learned curriculum—How will we know what we have learned?

For further information on the Primary Years Programme or other curriculum issues visit the IB web site, <http://www.ibo.org> or contact Elementary Administration or our PYP Coordinator.

Grade 4 PYP Exhibition

In the final year of the PYP, students, carry out an extended, in-depth, project known as the PYP Exhibition. Important information is shared throughout the process to ensure students, parents and teachers understand the requirements. This involves students working collaboratively to conduct an inquiry into real life issues or problems. Teacher mentorship is an integral part of the PYP Exhibition process, and it is *an expectation that all PYP teachers from PreK to Grade 4 mentor a student group*. This involves working with a group of students for 2 blocks a week for approximately six weeks, usually beginning in March.

Programme of Inquiry and Theory of Action Statements

Our Programme of Inquiry, along with guidelines for the implementation (known as Theory of Action Statements) for supporting programs and platforms such as Writers' Workshop, Seesaw, Guided Reading and many more are used by teachers throughout the school year.

IB LEARNER PROFILE

The aim of all IB programme is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

Inquirers	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
Knowledgeable	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
Communicators	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
Principled	They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
Open-minded	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
Caring	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
Risk-takers	They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
Balanced	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
Reflective	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

THE SCHOOL DAY

K-12 Student Tardy Procedures

Purpose: Implementing a student tardy procedure serves as a crucial component in ensuring a positive learning environment.

Effective Date: The following procedure would go into effect from August 2024

Student Early Arrival Duty Begins: 7:00am

AIS Block 1 starts: 7:40am

AIS National Anthem: 7:42am

AIS Attendance taken: 7:45am

Gates:

All gates locked at 7:35am except Gate 1. The campus gates remain locked until dismissal.

3 Tardies = 1 Unexcused Absence

3 تأخيرات = غياب دون عذر

Procedures for Tardy Students:

- a) Pre-K hallway and doors to the Flag Hallway will be closed after 7:40 am
- b) One staff member from each division (one being admin) will be assigned to lobby attendance duty from 7:40am—8:30am. One administrator from each division will be on call.
- c) Any student arriving from 7:40 –7:44 am will proceed to the divisional office for a tardy slip and proceed to their classroom.
- d) A parent must sign in any student arriving after 7:45 am. If unaccompanied, the student will go to the divisional waiting room and the parent will receive a phone call to come to the school.
 - a. A Civil ID is needed to sign in a student after 7:45 am.
 - b. If a student arrives late with their parents, after 8:30am, the Dean/AP will call the division, and the student will be escorted to the waiting room for the remainder of the block.
 - c. When students are tardy, a parent must sign them in for the student to proceed to class. If a parent does not sign them in, the student will remain in the office for the current block.
 - d. After the third tardy, parents sign the *Unexcused Absence Notification* form. All absences are connected to the Kuwait Mobile ID.

# Tardies	ES	MS/HS
3	Unexcused Absence Notification Form Signed (UAN)	Unexcused Absence Notification Form Signed (UAN)
6	Letter #1 & UAN	Letter #1 & UAN
12	Letter #2 & UAN	Letter #2 & UAN
15	Letter #3 & UAN	Letter #3 & UAN
18	Letter #4 & UAN	Letter #4 & UAN
21	Refer case to Superintendent	Refer case to Superintendent

Gate Timings

Regular Days

Gate #	Division	Gate Open	Gate Closed
2	EC and ES	Morning 7:00 AM Afternoon 1:12 PM for EC Afternoon 2:25 PM for ES	Morning 7:35 AM Afternoon 1:30 PM for EC Afternoon 2:50 PM for ES
3	Bus Gate (for bussed student only)	Morning 7:00 AM Afternoon 2:25 PM	Morning 7:35 AM Afternoon 3:00 PM
5	ES, MS, HS	Morning 7:00 AM Afternoon 2:25 PM	Morning 7:35 AM Afternoon 3:00 PM

Early Dismissal Days

Gate #	Division	Gate Open	Gate Closed
2	EC and ES	Morning 7:00 AM Afternoon 11:50 AM	Morning 7:35 AM Afternoon 12:10 PM
3	Bus Gate (for bussed student only)	Morning 7:00 AM Afternoon 11:50 AM	Morning 7:35 AM Afternoon 12:15 PM
5	ES, MS, HS	Morning 7:00 AM Afternoon 12:00 PM	Morning 7:35 AM Afternoon 12:15 PM

Student Arrival

- Elementary students go directly to their classrooms at 7:20am and their teachers are there to meet them.
- ES Early arrival supervision begins at 7:00 a.m. but this is not a recess time. Students will sit in the designated areas until 7:20.

Leaving School Early

- Parents are required to provide written notification to their child's teacher in advance if they are leaving early whenever possible. The child will be waiting in the ES office at the specified time.
- Before dismissal time, parents must obtain a *Permit to Leave Building* slip from the Elementary School office. Parents are not to go to the classroom to take their child and must go to the Elementary School office. The *Permit to Leave Building* will be given to the parents from the secretaries and taken by to the front gate. Guards will collect the *Permit to Leave Building* upon departure.
- Leaving during the last 15 minutes of class will not be honored unless prior arrangements have been made.

Student Dismissal

- The waiting area for all adults is the school's front lobby.
- Gate 2 will be opened for parents at 2:25 p.m.
- Grades 3-4 classes can be dismissed independently by signing a yearly permission slip.
- Bus students will be directed to the bus by appropriate personnel.
- Parents pick their children up from their classrooms at dismissal.

2:25pm – Students can be picked up from their classroom if they are leaving AIS immediately.

2:35pm – Students who have siblings in MS/HS will be picked up from their classroom.

2:40pm – Independent students are dismissed.

2:50pm – Students attending an After School Club are to be taken to the ES red track area by their teacher.

2:55pm – Students not yet picked up are taken to the ES Office and brought to the Gate 1 lobby at 3pm.

Early Dismissal Schedule

- 11:50am - Gate 2 opens and students can be picked up from their classroom if they are leaving AIS immediately.
- 12:00pm - Students who have siblings in MS and/or HS can be picked up from their classroom and independent students (grade 3 and 4) are dismissed.
- 12:10pm - Any late students take to the ES Office
- 12:15pm - All students dropped at Gate 1

Student IDs

- Students are required to bring their ID to school daily.
- Lost IDs must be replaced by paying KD 5 in the Business Office.
- Students will need their IDs to check out books.

Breaks/Recess

• Grade 1 – Grade 4

- Students will have one recess including a nutrition break and one additional nutritional break in their classroom.
- ES canteen will be open for light snacks during recess.

Student Absences

Regular attendance is essential for academic growth. However, sometimes students miss school because of family emergencies or travel plans that are unavoidable. It is important to remember that the learning program cannot be changed for the class because of one student. Most of the learning experiences that occur in school cannot be re-created outside of the classroom setting. If your child must be away from school, please let the ES Secretaries, the Homeroom teacher, and specialists know as soon as possible. With advance notice, the teacher will do his or her best to support your child during his or her absence. Students are responsible for all make-up work during their absence.

STUDENT DRESS CODE

School Uniform

- Students must wear the AIS school uniform at all times, other than relaxed dress days.
- Students must wear school-issued white AIS logo shirts and classic navy pants, shorts or skirts.
- Sweaters or sweatshirts may be navy or white or a combination of navy and white.
- School clothing is available for purchase at the AIS uniform store on the school grounds.

Dress Restrictions (applicable at all times, including Special Dress/ “Dress Down” Days)

- No hats, caps or sunglasses in classrooms.
- No item of clothing which depicts ethnicity or nationality.
- No logos, slogans, or decorations which, in the opinion of the school, are in any way offensive or cause undue distraction.
- No excessively loose nor excessively tight, ill-fitted clothing may be worn (such as, leggings or baggy trousers without a belt)
- All shirts/tops must have sleeves. No spaghetti straps or tank tops will be permitted.
- All shorts/skorts/skirts must be a conservative length and fall as close to the knee as possible.
- No winter jackets in the classroom, they can be kept in the cubbies in the hallway.
- No shoes can be worn with lights or football spikes.

Relaxed Dress Days

- Once per month, there will be a relaxed dress day.
- Clothing must follow school dress restrictions.
- Shorts, PE clothes, or clothing bearing offensive emblems or slogans are not permitted.

STUDENT CONDUCT

Essential Agreements

Teachers work with their students at the beginning of the school year to develop “Essential Agreements” which will guide classroom conduct. Everyone works collaboratively to establish an agreement of how the class will function. Essential agreements are based on creating an environment conducive to learning, rather than imposing “rules and regulations.” Along with these agreements, teachers establish behavioral interventions and consequences to be imposed if a student breaks the agreement. When a child’s conduct is outside the acceptable boundaries, or a child’s behavior begins to hinder their academic development or that of other children around them, then the counselor or administrative team may be called in to further intervene and increase parental involvement.

Rules of Conduct for Bus Riders

While on the bus, students are under the immediate supervision of the bus driver. The safety of all passengers is the most important part of school bus operation. Respectful, responsible and safe behavior is mandatory at all times, and inappropriate behavior will result in progressive consequences which may include exclusion from transportation services, without a refund of fees.

If there are issues or concerns that arise from the bus, parents should contact the Transportation Director at the school: melhem.alrayyes@ais-kuwait.org Phone: (965) 1843247 ext. 11531.

Bus riders are expected to...

- Be on time at the pickup point, standing on the sidewalk until the bus comes to a complete stop.
- Treat bus drivers, bus monitors, and fellow riders with respect, and follow all instructions.
- Remain seated while the bus is moving.
- Appropriate, respectful language and behavior at all times
- Any damage to the bus is not allowed and the cost of repairs may be incurred by the parent(s) of each student involved in such incidence.
- Each student will remove their trash from the bus, upon exiting and dispose of it properly.

Information and Communication Technology Use

At AIS, technology has the power to connect us to the world and expand our international-mindedness. We believe that use of technology carries the responsibility of being accountable for our actions. We believe that respectful and responsible behavior is essential for cooperation and collaboration.

Computer/Tablet/Internet Usage

- Wi-Fi is provided by AIS so that students have safe and filtered internet. Therefore, the issue of personal hotspots, routers or biscuits is highly discouraged.
- Students may use technology in the classroom when invited by the classroom teacher.
- When invited to use technology, students are to use IT approved devices and access the internet in a responsible manner that is in keeping with the Student Code of Conduct.
- Electronic communication from any location, including the student’s home, regardless of time, including weekends and holidays, is within the purview of the school if, in the opinion of the school, it impacts its smooth operation or the well-being of any of its students or teachers.

- Students and their parents are to sign the Acceptable Use Agreement before the student can use IT devices on the school internet.
- Students who do not abide by the Acceptable Use Agreement will be subject to consequences ranging from temporary loss of use, to suspension, or recommendation for expulsion.
- Students bring electronic devices to school entirely at their own risk. The school assumes no responsibility for student owned devices that are damaged, lost or stolen while they are at school or at school events. In the event damage or theft occurs from another student, it is expected that his/her family compensates for damages.
- Taking photographs or videos is prohibited on campus without the approval of a teacher or administrator.
- Taking photographs of other persons, even after teacher permission has been given, is not allowed without the express consent of the person or persons being photographed.
- Violating the privacy or dignity of any individual using electronic means (photographing, recording, eavesdropping, or broadcasting electronically) shall be considered grave misconduct and subject to suspension and confiscation of the equipment involved. Depending on the gravity of the situation the violation could result in the loss of privileges (such as participation in graduation) or a recommendation of expulsion from school.

Phone Use:

As per Ministry of Education, The Public Administration for Private Education Ref. 171/ص/وت issued April 19, 2017:

○ حظر احضار الطلاب لهواتفهم النقالة بالمدارس الخاصة

○ Ban students from bringing their mobile phones in private schools (Ref. 171/ص/وت)

As a result, cell phones and other technologies such as smartwatches and earphones will be by invitation only.

- Cell phone use on campus is only appropriate before 7:40 am and after 2:40 pm.
- Cell phones may not be used as an internet hotspot.
- If cell phones are seen, including in pockets, any teacher will confiscate the phone. The phone will be returned to the student at the end of the school day. Repeated infractions will result in progressive consequences.

STUDENT HEALTH & MEDICAL INFORMATION

Medical Concerns – Reasons to Miss Specific Activities

Sometimes a student may be unable to attend a particular class or participate in a particular activity due to illness or a medical condition. If you are an ES student that needs to be excluded from physical activities in P.E. class and recess, you may send a doctor's note to either our AIS clinic or their regular classroom teacher which includes the following information:

- Child's name
- Description of health concern
- Starting and ending dates of limited physical activity

Students who are restricted from full participation during P.E. and recess, will still attend the P.E. class but will be engaged in quiet activities (board game, book, cards, etc.) during this period.

Medical Concerns – General



It is important to let the school nurse and the classroom teacher know if your child is taking any kind of medication or is diagnosed with an allergy or medical condition. Medications may only be administered by the school nurse. Do not send medications with your child to school. It is the parents' responsibility to personally bring the medication to school and check it in with the school nurse. All medications should have clear written instructions regarding administration.

In case of an accident, the student will be sent to the school clinic and the parents contacted. IT IS VERY IMPORTANT TO KEEP YOUR PHONE NUMBERS UPDATED AND TO INFORM THE SCHOOL OF ANY CHANGES BY COMPLETING AN UPDATE/REVISION TO STUDENT MEDICAL FORM.

Dusty/Inclement Weather

Air Quality Index (AQI)

With the safety of students, staff, and parents our highest priority, American International School has a plan for dusty and inclement weather days. At AIS, we have strict rules regarding what students and faculty are permitted to do during periods when AQI ratings are high in Kuwait (see chart below). We created and enforced these rules in order to limit the amount of prolonged exposure to unhealthy air through the reduction or modification of school activities that require moderate to heavy exertion. Staff members are kept informed of changes in AQI throughout the day so that they can change activity plans as needed. Additionally, our nursing staff have been trained to respond to distress and monitor students with asthma.

US EPA POLLUTION INDEX AND EPA AIR QUALITY RANK	US EPA API AND HEALTH IMPLICATIONS	AIS RESPONSE
0-50  <small>GOOD</small>	Air quality is considered satisfactory, and air pollution poses little or no risk	<p style="text-align: center;">Green-</p> <p>Daily activities are not affected. All busses are running and our school is open. All students will be outside for PE and recess</p> <p>Teachers report any signs of respiratory distress in children to the nurse immediately.</p>
51-100  <small>MODERATE</small>	Air quality is acceptable; however, for some pollutants there may be moderate health concerns for a very small number of people. For example, people who are unusually sensitive to ozone may experience respiratory symptoms.	
101-150  <small>UNHEALTHY FOR SENSITIVE GROUPS</small>	Although general public is not likely to be affected at this AQI range, people with lung disease, older adults and children are at greater risk from exposure to ozone, whereas persons with heart and lung disease, older adults and children are at greater risk from the presence of particles in the air.	<p style="text-align: center;">Orange-</p> <p>Students who have been identified as having severe asthma will stay inside for lunch, recess, and PE under the supervision of a teacher.</p> <p>Teachers report any signs of respiratory distress in children to the nurse immediately.</p>
151-200  <small>UNHEALTHY</small>	Everyone may experience some adverse health effects, and members of the sensitive groups may experience more serious effects.	<p style="text-align: center;">Red-</p> <p>Students who have been identified as having asthma (regardless of severity) will stay inside for lunch, recess, and PE under the supervision of a teacher.</p> <p>Teachers report any signs of respiratory distress in children to the nurse immediately.</p> <p><i>*Pre-k, KG1, and KG2 will treat this as purple day.*</i></p>
201-300  <small>VERY UNHEALTHY</small>	This would trigger a health alert signifying that everyone may experience more serious health effects.	<p style="text-align: center;">Purple-</p> <p>All students will remain inside for PE, lunch and recess. No outdoor activity of any kind. Field trips may be postponed if visibility is an issue.</p> <p>Teachers report any signs of respiratory distress in children to the nurse immediately.</p>
301-500  <small>HAZARDOUS</small>	This would trigger a health warning of emergency conditions. The entire population is more likely to be affected.	
500+ 	Values above 500 are considered beyond the AQI.	<p style="text-align: center;">Black-</p> <p>Possible school closure at the discretion of the Ministry of Education, administration, and/or the AIS school board.</p>

Healthy Food Policy

It is important to establish good eating habits with young children. Our school canteens offer healthy food and snack options. Parents need to be mindful of what they pack in their child's recess snacks. Teachers work hard to establish good eating practices in the classroom. Healthy eating is the responsibility of home and school; together we can guide the children towards developing healthy lifestyles.

- Parents may not send food items to be distributed to other children by teachers in their classrooms during the school day.
- The only exceptions will be birthday parties which will be held the last 10 minutes of the school day as arranged and approved in advance with the teacher.
- Special occasions that are designated by the Principal are exceptions and will be communicated by the teacher or on the parent blog.
- Parents and teachers must be especially mindful at these times of children with food allergies. In some instances, certain foods may be banned from a classroom to protect a student's health. It is important that any information or directions regarding an allergy are followed.

Food Allergies

The American International School Kuwait is an Allergy Aware school.

Food allergies including peanut/tree nut allergies, are a significant health concern within the school environment. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff at AISK. Your assistance and support in helping us maintain a safe environment for every student, staff and visitor is greatly appreciated.

In an attempt to raise awareness and prevent unnecessary exposure during school hours, AIS is implementing the following steps to address food allergies. These include:

- A letter or note is required from the student's physician identifying the nut/food allergy and given to the school nurse.
- A Food Allergy Emergency Care Plan will be established for those students with documented food allergies, signed by the parent and the physician.
- Epi-pens will be stored in the classroom, main office, and/or clinic and are required to be supplied by parents.
- Students may carry additional epi-pen on their person (when developmentally appropriate).
- Substitute teachers will be informed of any students with life-threatening food allergies by having a copy of the Food Allergy Emergency Care Plan with student picture in the "Sub Folder".
- The student with a food/nut allergy will only eat food brought from home and be restricted from sharing food with other students.
- Food/nut allergen is not allowed in the classroom(s) of any student identified with a life-threatening food/nut allergy.
- No tree nut/peanut products are sold in the canteens.
- A required protocol is to be established for all students to wash their hands (soap and water) upon arrival to school and following lunch/recess when students are re-entering a classroom that is the home classroom to a student with food/nut allergies.

- Whenever food is used as part of students' curriculum, teachers will assure that foods used will allow for full inclusion of all students in a classroom.
- Parents of students with food/nut allergies will be asked to provide alternative treats OR provide explicit permission (email is acceptable) for their child to fully participate in special events.

SCHOOL-HOME COMMUNICATION

Student Learning

Teachers communicate student learning throughout the school year in a variety of ways. The most common forms of communication to be expected are:

- Phone Calls
- Emails
- Seesaw
- Parent-Teacher Conferences
- Student-Led Conferences/3 Way Conferences
- Term Report Cards
- Scheduled Meetings
- Learning Showcases

Parent – School Communication

When a problem concerns your child and their work in school, the best person to see is their homeroom teacher. An appointment to see an elementary teacher may be made by e-mailing the teacher or phoning the Elementary Office. Questions about student academic performance should be discussed first with the teacher, and concerns of a personal nature discussed with the teacher and/or counselor as applicable. Direct and timely communication is appreciated and the easiest way to address concerns. If the concern remains unsolved, parents may wish to speak with the Assistant Principal by appointment. If parents wish to speak with the principal, appointments may be requested by contacting the Elementary Office.

Interruption of Class

When a parent feels it is necessary to communicate with a teacher, please do one of the following:

- Send a note with your child or write a note to the teacher on Seesaw.
- Call the elementary school office and schedule an appointment to speak with the teacher during his/her preparation time, or before or after school as available.
- Send the teacher an e-mail.
- If parents need to deliver an item to a child at school, they must report to the Elementary Office first.
PARENTS MAY NOT PROCEED TO A CHILD'S CLASSROOM WITHOUT FIRST OBTAINING PERMISSION AND A PASS FROM THE ELEMENTARY OFFICE.

AIS Calendar

The Elementary Division operates on a weekly schedule (Sunday-Thursday). Parents may locate the AIS calendar on our school website, www.ais-kuwait.org. Teachers will communicate with parents on which days of the week students must be prepared to attend special classes such as P.E. Art or Music.

Formal Reporting Systems at the Elementary School

During the Academic year, you will receive three documents reporting on your child's progress. These documents will share insight into your child's learning with details of how well your child has done in relation to the Common Core Standards for each unit. Student-led Conferences occur in term three so students can formally share their learning achievements with parents in a structured environment. Parents are reminded not to wait until these formal reporting times when there are concerns regarding your child. Please contact your child's teacher whenever you have a question or concern.

The AIS Website

Visit the AIS site regularly to stay informed with what is happening in the school:

www.ais-kuwait.org

COUNSELING SERVICES

Counseling services are available for students. Appointments with a counselor may be arranged through the school office. The primary focus of the counselor is to support students' social, emotional and academic development. Communication with, and support from, parents is very important. Some of the duties of the counselor are to:

- Counsel students individually maintaining appropriate confidentiality.
- Facilitate counseling groups focusing on specific issues that the students have in common.
- Provide guidance to support the Units of Inquiry as well as topics regarding age-appropriate topics on social and academic development.
- Consult with parents on issues related to their child's learning and development.
- Provide information to parents regarding community resources to support their child.
- Work closely with external experts in supporting students.

HOMEWORK GUIDELINES

Homework is the bridge in the learning process between school and home. As a school, it is our aim to have clear and effective guidelines for all of the participants in homework.

The Underlying Principles

- **Homework is an integral part of the learning process.**
 - Homework is an opportunity for students to consolidate their learning.
 - Homework should be an extension and/or reflection of current learning.
 - Homework is a time for students to share their learning with parents.
- **Students own the homework.**
 - Students are the learners and are therefore expected to complete the work themselves.

- **Homework should reinforce or serve as an extension of the learning which occurred during the day.**
 - Examples of work assigned by the teacher may be: completion of class work and practice of skills that have already been taught, the reinforcement of concepts through reading and activities, an extension of research taught and begun in the classroom
- **Homework will be balanced against all of the other factors infringing on a student's life out of school.**
 - Teachers and parents must remember that students have other interests and experiences beyond those identified in school. To deny the pursuit of those interests devalues the learning opportunities a student can and does experience beyond school. Homework is not always the most important thing that a student should do out of school time. There should not be a conflict between the demands of homework and the social, emotional and physical development of the child outside of school.

Homework Guidelines for Each Grade Level

Throughout the Elementary School, Home Connection activities are suggested by teachers in their weekly posts based on what students have been learning at school. These will be shared in Newsletters via Seesaw. Homework will not be assigned on weekends or over school holidays.

MISCELLANEOUS INFORMATION

Field Trips

Parents will be notified ahead of time of field trips and will be required to sign a permission form for their child. Trips are planned as a significant and meaningful extension to the academic program. Attendance is expected. If a child shows up on the day of a field trip without a permission slip, he/she cannot accompany his/her classmates and will have to stay in school. Please support your child's teacher as far as possible when asked to volunteer as a chaperone on a trip.

Showcases

Showcases are great occasions for students to share their learning with their parents. Students will share their learning in a variety of ways. Students showcase their learning through their Units of Inquiry, Literacy, Math and other classroom learning experiences.

In order to ensure the order and organization of all school showcases, parents are requested to follow the following guidelines:

- Times will be shared by your child's teacher.
- All audience members are expected to be seated 15 minutes before the start.
- Seating is on a first come first served basis and maids are **not allowed** to keep seats.
- Use the auditorium back doors once the assembly starts for entering and exiting to minimize disruption.
- Remain seated until the end of the performance.
- The audience is required to take pictures from their seats as the commotion in front of the stage usually disrupts the performances.
- Outside personal photographers are **not allowed** in the auditorium.
- Refrain from using cell phones during the performance.

Birthdays and Other Celebrations

- Birthday parties may not interrupt the classroom program. They may only occur near the end of the day at 2:15pm.
- Parents should contact the classroom teacher at least two days prior to the child's birthday to arrange to pass out treats at the end of the day.
- Food will be limited to one small treat that must be individually wrapped. Please remember we are a **Nut Allergy Aware School**. Students will take the treat home and not eat it in the classroom.
- "Extras" such as party gifts, favors, decorations, visiting characters, and such **are not allowed**. This is better left for larger celebrations at home or away from school.
- Party Invitations sent to school for distribution may only be passed out by the student before or after school.
- Teachers are not able to give out class lists or send anything on Seesaw for birthday parties.
- Siblings are not allowed to attend the birthday celebration in the classroom. It should only be parents that attend or another responsible adult from the family if parents are not available.

Library and Learning Commons spaces

The library includes collections for ES, MS and HS students in English and Arabic. The library catalog can be accessed via the school website. Opening hours are from 7:15 am to 3:00 pm, Sunday through Thursday.

- Grade 1 classes visit the library bi-monthly with their teachers. Grades 2-4 may visit the library independently with a pass or during a scheduled session with their class and teacher. The purpose of the space is to learn and practice research skills using various media, to study, to read and write for work or leisure.
- Grade 1 students are required to be accompanied by a teacher during all library visits.
- Students are required to have their AIS ID (Grades 2-4) or library provided card (Grade 1) to check out items from the Library or ES Bookroom. Books need to be returned to the respective bins in the ES the day before by 8:00 am, in order to check out the following day.
- If they have an overdue item, they will not be able to checkout or collect future progress reports until their account is cleared. Fees are as follows:
 - Soft cover – 5KD
 - Hardcover – 20 KD
- Damaged resources – From 5KD to 20KD depending on extent of damage.
- Replacement copies may be accepted in place of the damaged/lost book fee if they are an exact new copy of the same title .

ES Bookroom

- Leveled readers can be checked out by students according to their reading level with the support of their teacher.
- Students check out from the Bookroom each week during their guided reading session as a class.
- Students' report cards may be held if books have not been returned or if lost/damaged book fees have not been paid or replaced.
 - Soft cover – 5KD
 - Hardcover – 20 KD
 - Damaged resources – From 5KD to 20KD depending on extent of damage.

Lost and Found

All student personal items, most especially including jackets and lunch boxes, which your child brings to school should be clearly labeled with first and last name. As space permits, it is also helpful to identify the grade level and homeroom teacher. LOST and FOUND cabinets for missing items are maintained near the Multi-Purpose Room (MPR) on the second floor in the Elementary Division and in the High School Canteen area. Contents are disposed of on a routine basis, so parents should check for missing items in a timely manner.