



AL-BAYAN
INTERNATIONAL SCHOOL
مدرسة البيان الدولية

Al-Bayan International School

Student Handbook

2017 - 2018

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MISSION STATEMENT

Al-Bayan International School personalizes learning to achieve intellectual and individual growth of all students, empowering them to impact their community.

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Message from the Director

Welcome to the Al-Bayan International School Community,

It is my pleasure to welcome you to one of the finest educational institutions in Kuwait. At Al-Bayan International School it is our mission to prepare students to lead successful lives as global citizens. As parents, selecting a school for your child is one of the most important decisions you will make. Each fall at BIS, we open our doors to students and their families, and we are deeply committed to ensure that every day, each and every student receives the extraordinary care that is the hallmark of Al-Bayan International School.

Our students benefit from an American curriculum program that is designed to best meet each student's individual learning needs. All students participate in a busy academic program, as well as having opportunities to participate in a variety of extra-curricular activities. Students who attend BIS compete successfully with other students in the world. In addition, they exhibit strong character, leadership, and resiliency, and show compassion for others. We are committed to ensuring that BIS students not only get a personalized education, but also a life changing experience!

This handbook outlines BIS policies, programs and guidelines. It describes the rights and responsibilities of the school, staff and parents. Our teachers will discuss this booklet with their classes. Please review this booklet with your child and should you have any question, please stop by the school and meet with Mr. Kandas Botha, our Principal.

I am honored to lead BIS, and I am fully confident that through the commitment, courage, collaboration and the dedication of our staff; the tenacity of our students; and the support of parents and the surrounding community, we will seize every opportunity for the advancement of our students.

Respectfully,



Dr. Zakariya S. Palsha
Director

Message from the Principal

Dear Students

Welcome back to Al-Bayan International School after a well-deserved break.

This school year will be about setting, and then working to reach the goals you have set for yourself. You can expect guidance and support from the teaching staff to ensure you reach your academic potential. Our goal as teachers is not just to impart knowledge, but to ensure that you become critical thinkers and active problem-solvers so that you are prepared for the world outside of school.

Our aim at BIS is to not only focus on academics, but to develop you as a whole person. Therefore, this year I would like us to focus on certain values (self-discipline, respect and commitment) and good habits (persisting, striving for accuracy and thinking flexibly). A more detailed explanation of these values and habits can be found on the next page..

It is of vital importance that every student at BIS feels safe and happy at school. No one has the right to take this away from you. This can be only be achieved if students and staff know exactly what is expected of them. The purpose of this Student Handbook is to make it clear what is expected of every student and what the consequences will be, should you not adhere to the school rules. You always have freedom of choice, but not freedom from the consequences. We want the consequences to be a restorative process that guides you to not make the same mistakes and to therefore make better decisions in the future.

I am truly excited by the many possibilities at our school this year and would like to ensure you that you will receive all the support from the staff if you are truly committed to making this a successful year.

Yours sincerely



Kandas Botha

SCHOOL-WIDE EXPECTATIONS

Al-Bayan International School: Core Values

SELF-DISCIPLINE:	The ability you have to control and motivate yourself, stay on track, and do what is right.
RESPECT:	When you care enough to think about others' feelings before you speak or act. Treating others the way you would like to be treated.
COMMITMENT:	A willingness to give your time and energy to something that you believe in. A firm decision to do something.

Al-Bayan International School: Good Habits

PERSISTING:	Sticking to a task until it is completed and remaining focused. Not giving up.
STRIVING FOR ACCURACY:	Checking your work again, always doing your best. Finding ways to improve all the time.
THINKING FLEXIBLY:	Looking at something in another way and finding other options to complete a task.

1. Introduction

This handbook contains the Al-Bayan International School policies and guidelines. It describes behavior expectations and the rights and responsibilities of students and staff.

At Al-Bayan International School we will:

- Ensure that you receive the best possible education to prepare you for a career in Kuwait or abroad.
- Understand and practice the nation's values, and prepare you to become an active contributor to Kuwait and the global community.
- Partner with your parents and other stakeholders to develop and advance your full intellectual, social, emotional and physical potential.

2. Rights and Responsibilities of the students

Every student has the right to	It is every student's responsibility to
<ul style="list-style-type: none">• be educated to achieve her/his potential	<ul style="list-style-type: none">• work to his/her potential
<ul style="list-style-type: none">• be educated in a controlled and structured academic environment	<ul style="list-style-type: none">• create an opportunity for others to work without interference.
<ul style="list-style-type: none">• be proud of his/her achievements	<ul style="list-style-type: none">• follow staff members' instructions
<ul style="list-style-type: none">• be respected regardless of personal, religious or cultural differences	<ul style="list-style-type: none">• respect the personal, religious and cultural beliefs and differences of others
<ul style="list-style-type: none">• voice his/her opinion in an appropriate manner	<ul style="list-style-type: none">• listen and respect the opinions of others
<ul style="list-style-type: none">• be treated with fairness	<ul style="list-style-type: none">• treat others in a fair and just manner
<ul style="list-style-type: none">• the security of his person and property	<ul style="list-style-type: none">• uphold honest behavior and safety of the school property
<ul style="list-style-type: none">• be informed, when appropriate, about school decisions	<ul style="list-style-type: none">• respect the decisions made by the school

Every student has the right to	It is every student's responsibility to
<ul style="list-style-type: none"> • work in a clean and litter free environment 	<ul style="list-style-type: none"> • maintain a clean and litter free environment
<ul style="list-style-type: none"> • ask for help and advice 	<ul style="list-style-type: none"> • ask for help and advice at an appropriate time and manner
<ul style="list-style-type: none"> • have school activities begin punctually 	<ul style="list-style-type: none"> • be punctual in every part of their school life
<ul style="list-style-type: none"> • participate in community life 	<ul style="list-style-type: none"> • uphold the values of the school even when out of school uniform

3. Rights and Responsibilities of the Staff

Staff at Al-Bayan International School undertake to:

- Set a positive example at all times.
- Be punctual and well prepared.
- Encourage independent thinking and responsibility in every student.
- Praise, encourage and motivate the students.
- Be fully informed of the current curriculum.
- Mark and return assignments, tests and examinations within the time stipulated by the school.
- Help to create team-work with students in learning.
- Help establish and communicate realistic, clear and meaningful goals.
- Address the behavior of students who transgress the Code of Conduct.
- Discipline with dignity and follow the consequences outlined in the Code of Conduct.
- Be sensitive to the individual needs and problems of the students
- Develop a caring attitude in the students towards those that are less privileged

4. General Information

School Uniform

If you do not wear the correct uniform, you will be asked to call home to have your uniform sent. If you consistently come without the proper uniform you may be sent home. Therefore, it is very important that you arrive in the correct uniform each day. You must wear:

- The official Al-Bayan polo shirts (long or short sleeved).
- The official pants or shorts.
- Appropriate footwear (sandals, crocs, high heels, or beach shoes are not permitted).

PE uniforms may be worn only on days when you have PE Class. Uniforms can be purchased in the uniform shop located in the BIS basement every Sunday & Wednesday from 8:00 AM to 1:30 PM.

Health Considerations

If you have any specific health problems (allergies, dietary restrictions, medications, etc.), please ask your parents to contact the school nurse at 2205 2822 ext. **8019** as soon as possible so that all appropriate arrangements or precautions can be taken. This information is essential for your well-being. **All medication MUST be given to the school nurse with accompanying instructions for use.**

Food/ Snacks

You should bring a snack for the morning break. A sandwich, juice, milk, or fruit are recommended. **Candy, cookies, chips, and soda or glass containers of any kind are not permitted.** Please note that unhealthy food will be confiscated. Please do not bring food that require refrigeration or spoil easily. Food deliveries ordered from restaurants are not allowed.

Middle School and High School students may purchase food from the school canteen. Items available are healthy options.

Homework Guidelines

- You are expected to attend class ready to learn.
- It is your responsibility to make sure you have the correct academic material which includes completed homework.
- You are encouraged to complete homework without assistance.
- Only ask for assistance if you are really stuck.

Incomplete Work

- Each teacher has the discretion to allow students extra time to complete classwork and homework as needed.
- If you fail to complete your work in the amount of time permitted by the teacher, your incomplete assignment may receive a failing grade.
- You may also be required to stay after school, come early to school, or meet with teachers during lunch or breaks in order to make up your incomplete work.

5. Al-Bayan Bell Schedule

Please make sure that you arrive on time for the start of school and for every lesson.

7:20 AM	First Bell
7:25 AM	Second Bell
7:30 AM	Homeroom
7:30 – 8:10 AM	Period 1
8:13 – 8:53 AM	Period 2
8:56 – 9:36 AM	Period 3
9:36 – 9:48 AM	<i>Break</i>
9:50 – 10:30 AM	Period 4
10:33 – 11:13 AM	Period 5
11:16 – 11:56 PM	<i>ES/MS Lunch & Prayer (HS Period 6)</i>
11:59 – 12:39 PM	<i>HS Lunch & Prayer (ES/MS Period 6)</i>
12:42 – 1:22 PM	Period 7
1:25 – 2:05 PM	Period 8

6. Attendance and Punctuality

- Attendance is an important factor in the determination of your success in any given class.
- A proportion of your mark is based on work that is done in the class.
- Attendance therefore equals success.
- Please ensure that you are dropped off in time to be in your homeroom by 7:25 am

Late Arrival

It is your responsibility to arrive to class on time and be prepared to learn. A majority of late arrivals can be avoided through planning and simple attention to time and/or the BIS bell system.

Should you arrive late to class without an acceptable excuse or a note from a staff member, it will be recorded as a “late, unexcused.” Lates will be documented in the attendance register by the teacher in charge. Excused lates will be recorded accordingly in the attendance register.

Consequences for unexcused lates will be as follows:

- **5 or more late arrivals to class in a semester:** The teacher contacts your parents (phone call or parent meeting).
- **10 or more late arrivals to class in a semester:** Office referral (Behavior Referral Form). Meeting with staff member, the school coordinator, parent, and you. Your parents will sign an attendance contract that needs to be adhered to.
- **20 late arrivals to class in a semester:** You will be denied entry into class and will be directed to report to the office where you are to remain for the duration of the period. It will be your responsibility to follow up on any work missed. In order to allow re-entry to class a meeting with the class teacher, school coordinator and you will be arranged.
- **Note:** *Any late arrival to class may be assigned a consequence by the teacher in charge.*

7. Attendance Policy of Elementary School and Middle School

- **5 Absences:** Phone call to your parents from your Teacher.
- **10 Absences:** Phone call to your parents from the School Coordinator. Followed by an official letter, which will be kept in your file.
- **15 Absences:** Letter sent to your parents from the School Secretary. You and your parents will meet with the Principal and School Coordinator to discuss your attendance. This information will also be communicated to the Ministry of Private Education.
- **20 Absences:** Letter sent to your parents from the Principal. You and your parents will meet with Principal to discuss your attendance. At this time, your enrollment at BIS will be re-evaluated. This information will be communicated to the Ministry of Private Education.
- **More than 20 Absences or when a student has attendance issues in subsequent academic years:** In cases where your attendance, despite intervention by, and communication from the school, continues to be problematic, administration reserves the right to exit you from BIS or may require you to be retained in the same grade. This information will be communicated to your parents by the school administration in writing and in a meeting. This information will also be communicated to the Ministry of Private Education.

8. Attendance Policy of High School

- **3 absences in a term class OR 5 absences in a full year class:** Notification phone call to your parents from the Teacher.
- **5 absences in a term class OR 15 absences in a full year class:** Letter to your parents from the School Coordinator. A meeting between Administration, the Coordinator, your parents and you, to discuss the

possibility of loss of credit if your attendance does not improve. Your parents will sign an attendance contract that needs to be adhered to. This information will also be communicated to the Ministry of Private Education.

- **10 absences in a full year class:** Letter from School Principal to inform your parents and you of attendance concerns and the possibility of loss of credit and failure in class. This information will also be communicated to the Ministry of Private Education.
- **10 absences in a term class OR 20 absences for a full year class:** Loss of Credit Letter (from the School Director) and a parent meeting. This will occur when you lose a credit in any course as a result of absenteeism exceeding the number of acceptable absences in a course. A meeting will also occur between administration, your parents and you to discuss options.

Please note: Missing 10 minutes of a class will result in being marked absent for that particular lesson.

9. Make-Up Work After an Absence/Late

- You will receive a zero on all work missed as a result of an unexcused absence, including tests, quizzes, assignments, etc.
- You are to establish submission dates with your teacher for excused absences.

10. Dismissal during the School Day

Once you have reported to school, you are expected to remain in school and attend classes all day. You may have an excused early dismissal under the following conditions:

- Under rare or emergency circumstances, a written request from your parent(s) must be presented or a phone call must be received by the school receptionist or secretary prior to dismissal. Your parent or representative

may come to the receptionist's office and personally request dismissal. (Family travel is not an emergency.)

- In the case of a medical appointment, you must sign-out in the nurse's office. If you return to school in the same day, you must sign-in at the nurse's office to verify the time of your return.
- When returning from an appointment during the school day: doctor, dentist, etc., you must present a note to the nurse upon return from the appointment.

Failure to meet the above conditions will cause any class absences to be considered unexcused. Such absences will be counted towards loss of credit and make-up privileges may be forfeited.

In case of illness while in school, you must report to the nurse's office. The nurse will decide whether to dismiss you from school and will contact your parents. If you become ill in school and report to areas other than the nurse's office (cafeteria, restrooms, etc.) it will be considered as "unexcused" and you may face disciplinary action.

11. Personal Devices Policy

Policy for Personal Use of Student-Owned Laptops/iPads/Mobile Phones (personal devices) at School

You have the option to bring in your personal laptop or iPad (personal devices) as a way of supporting your education

The purpose of the following guidelines and expectations is to ensure that you understand the importance of appropriate usage of personal devices, as well as the consequences should you choose to use a personal device inappropriately.

- Mobile phones are disruptive in the classroom and may not be used during school time, from 7:30 AM to 2:00 PM. Students who attempt to use cell phones during school hours will have them confiscated according to school policy.
- Students are permitted to use cell phones after school at 2:00 PM in the area in front of the school, on the ground floor only.

Laptop security

You should take the following security preventative measures.

- Your personal device should NEVER be left unattended for ANY period of time.
- You should not provide your personal information such as passwords to other students or staff at any time.
- Your name and homeroom class should be written in indelible ink on the bottom of the device.

12. Expectations

We value the privacy of all staff and students at BIS at all times.

If you are found to be recording other students or staff in the school without permission, you will have all personal device privileges removed indefinitely, and be subject to further disciplinary action.

In addition, at all times you will:

- Use the personal device only for instructional tasks and as directed by the teacher.
- Access and use only appropriate and relevant information, images, and data.
- Ask for permission before accessing the internet with personal portable devices.
- Only use the personal device when directed to do so by the teacher, and turn off and put away the device when requested by the teacher.
- Only access or share other people's data after permission has been given; assume that groups will share files during collaborative projects.
- Use your personal device only during class time and never at break or lunch times unless under the explicit instruction and supervision of a teacher.
- Ensure that your webcam is turned off and is not recording, unless under the direct instruction and supervision of a classroom teacher.
- Report inappropriate use of any personal device to the teacher immediately.
- Conduct yourself respectably and with maturity at all times.

13. Consequences

Any violation of the preceding expectations regarding the above personal device will result in:

1st Offense: Personal device privileges will be removed for a day. The personal device will be stored in the office and can be retrieved at the end of the day.

2nd Offense: Personal device privileges will be taken away for two days. The personal device will be stored in the office and can be retrieved at the end of the week. Parents will be notified by the teacher.

3rd Offense: Personal device privileges will be taken away for a week (seven calendar days). The personal device will be stored in the office and can be retrieved at the end of the week. Parents will be notified by the School Coordinator.

4th Offense: Personal device privileges will be taken away for a month (30 calendar days). The personal device will be stored in the office and can be retrieved after a month.

5th Offense: Personal device privileges will be suspended for the remainder of the school year, and a parent must pick up the device from the school office.

In addition, a consequence may be assigned by the classroom teacher (such as practice time or oral/written reflections, etc.), and your parents will be contacted.

Please note:

When device privileges are removed, you are still required to complete and submit your assignments on time.

If you have any questions regarding this information, please do not hesitate to contact your homeroom teacher.

Personal Items and Lost and Found

Lost and Found items are turned in to security.

You need to check occasionally to see if any of your belongings are there. All personal items should be marked with your name. Items may not be kept past thirty (30) days.

In order to avoid having them misplaced or stolen, you should not bring money or valuable items to school. BIS is not responsible for lost or stolen items.

Student Safety

For your safety, you are not permitted to leave BIS campus during school hours unless accompanied by a parent or guardian. BIS has a closed campus policy at lunch, so you are not permitted to leave during the lunch hour. Students should only stay in designated areas at all times.

14. Student Code Conduct

The Code of Conduct is designed to **protect and guide** you rather than to punish or threaten you. It serves as a gauge for **fair and reasonable actions** to guide the daily functioning of the school as it aims to provide a **clear and defined** explanation of your expected behavior. The Code of Conduct spells out the implementation of **consistent consequences** by **all staff** in the event of infringements, thereby creating a feeling of security amongst the students.

Purpose

The purpose of the Code of Conduct is to provide an environment for the delivery of quality teaching and learning through positive reinforcement by:

- promoting the rights and safety of all students, teachers and parents.
- ensuring that you accept responsibility for your own actions and behavior.
- building healthy relationships through consistent application of the Code of Conduct.

Disciplinary System

The school encourages the philosophy of positive reinforcement. Should you be found guilty of misconduct, the school's implementation and recommendation of disciplinary measures will take place after careful consideration is given to all relevant factors, including:

- the nature of the misconduct and the circumstances under which it was committed.
- the effect of your behaviour on the school community.
- your personal circumstances.
- your prior disciplinary record at the school.

**You have freedom of choice
but
not freedom from the consequences**

15. STUDENT MISCONDUCT AND CONSEQUENCES MATRIX

The school will determine whether your actions are a violation of the school's policies. The sanctions below include but are not limited to the following:

LEVEL 1	CLASSROOM CONSEQUENCES	
C L A A S T E A C H E R	Staff members may use the following consequences to help a student change her/his behavior in the classroom. If these interventions are successful, referral to the School Coordinator may not be necessary	
	Misconduct includes but is not limited to:	Possible corrective sanctions
	<ul style="list-style-type: none"> • Not prepared for class • Homework not done • School dress code not followed • Disrespect towards a staff member • Inappropriate canteen behavior • Lewd behavior • Obscenity/Profanity • Lying • Non-cooperation • Not meeting school/classroom expectations • Leaving class without permission 	<ul style="list-style-type: none"> • Phone call home • Lunch detention • Loss of privileges • Phone call to parents • Letter of apology • Time out of class • Change card color (ES/MS) • Meet with the School Counselor

LEVEL 2	WHEN LEVEL 1 SANCTIONS HAVE BEEN INEFFECTIVE	
S C H O O L C O O R D I N A T O R	In some cases, a student will be referred to the School Coordinator .	
	Misconduct includes but is not limited to:	Possible corrective sanctions
	<ul style="list-style-type: none"> • 3 repeats of level 1 misconduct • Plagiarism • Cheating on tests or assignments • Acts of aggression Pushing, kicking, horseplay, etc. • Bullying behavior Teasing Harassment Intimidation Exclusion • Graffiti on desks and walls • Any form of vandalism • Leaving the school premises • Blatant refusal • Toys that interfere with school work 	<ul style="list-style-type: none"> • Phone call to parents by the class teacher • Zero for test or assignment • Meeting with the School Coordinator • After school detention • Meeting with the parents, school coordinator and teacher • Letter of apology • Meet with the School Counselor • Any combination of multiple Level 1 sanctions

LEVEL 3	WHEN LEVEL 2 SANCTIONS HAVE BEEN INEFFECTIVE	
P R I N C I P A L	Refer the School Principal.	
	Misconduct includes but is not limited to:	Possible corrective sanctions
	<ul style="list-style-type: none"> • 1 repeat of Level 2 misconduct • Theft • Extortion • Bribery • Fighting • Degrading, disgraceful, discriminating and or racist acts • Dangerous acts, endangering oneself or others • Bringing the school into disrepute • Skipping class • Setting off alarms • Smoking 	<ul style="list-style-type: none"> • Involve the School Director • Meeting with the Principal, your parents and you • A written report placed in your file • Meet with the School Counselor • Principal's detention • Suspension • Any combination of multiple Level 1 and 2 sanctions

IS IT BULLYING OR IS IT CONFLICT?

SIGNS OF BULLYING

- Not friends / Imbalance of power
- Repeated over time
- Intentional
- Physical and/or emotional harm
- Unequal emotional reaction
- Seeks control
- No remorse, blames the target
- No effort to solve the problem

SIGNS OF CONFLICT

- Friends / Equals / Peers
- Spontaneous / Occasional
- Not planned
- No serious, lasting harm
- Equal emotional reaction
- Not about control
- Often a sense of remorse
- May try to solve the problem