



AL-BAYAN
INTERNATIONAL SCHOOL
مدرسة البيان الدولية

Parent & Student Handbook

2018 – 2019

KG and Elementary



Contact Information

Telephone Numbers:

Main: +965 2205 2822

Reception: Ext. 8000

Admissions: Ext. 8003

School Nurse: Ext. 8019 or +965 2205 2828 (direct)

Address:

Al-Bayan International School

Hawally, Beirut Street

Behind Dar Al-Shifa Hospital

P.O. Box 356

Hawally 32004, KUWAIT

Map:



MISSION STATEMENT

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

Table of Contents

Contact Information	1
Mission Statement	2
Message from the Director	4
Message from the Principal	5
Message from the KG/ES Coordinator	6
School-Wide Expectations	7
1. Introduction	8
2. Rights and Responsibilities of the Students	9
3. Student Code of Conduct	10
4. Student Misconduct and Consequences Matrix	11
5. Rights and Responsibilities of the Staff	14
6. Responsibilities of Parents	14
7. Relevant BIS Staff Information	15
8. Communication	16
9. General Information	18
10. Drop-off and Pick-up Location	20
11. Al-Bayan Bell Schedule	21
12. Attendance and Punctuality Policy	24
13. Dismissal During the School Day	26
14. Personal Devices Policy	27
15. Personal Items and Lost and Found	27
16. Student Safety	27
17. Volunteers	27
18. Bullying vs. Conflict	28

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. This September 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 promise in our mission statement.

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 to Al-Bayan International School. We look forward to welcoming each of you to our school. 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. 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 page 9.

It is of vital importance that every student at BIS feels safe and happy at school. 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.

I am truly excited about the opening of our new KG - Grade 4 sections and would like to welcome you again to BIS. Wishing you a successful year!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Botha', written in a cursive style.

Mr. Kandas Botha

Principal

Message from the KG and ES Coordinator

Dear Students and Families,

It is with great excitement that I welcome you to Al-Bayan International School. As a world-class educational institution, we are devoted to supporting the academic and social growth of all students. We believe that **all** students are capable of success. Additionally, it is a part of our mission to provide an environment where we can focus on both the individual needs of each student and the collective needs of our entire school community to ensure every student's success.

Our team consists of carefully selected individuals who are passionate about teaching and learning and who are committed to working as a team, alongside you, to provide a rigorous academic program that encourages and grows critical-thinkers, problem-solvers, and effective communicators. Each day, all students will engage in intentionally planned learning activities that will help prepare them for their futures in and out of the classroom.

At BIS, we will focus on developing your student's growth mindset through setting individual goals and creating a plan to achieve those goals. One way that we will accomplish this is by focusing on exhibiting our core values: self-discipline, respect, and commitment and our good habits: persisting, striving for accuracy, and thinking flexibly.

I am looking forward to working with you to ensure a successful start to our new KG-Grade 4 program!

Kind Regards,

Ms. Catie Bartley

Ms. Catie Bartley
Kindergarten and Elementary School Coordinator

SCHOOL-WIDE EXPECTATIONS

CORE VALUES

- 1. SELF-DISCIPLINE:** The ability you have to control and motivate yourself, stay on track, and do what is right.
- 2. 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.
- 3. COMMITMENT:** A willingness to give your time and energy to something that you believe in. A firm decision to do something.

GOOD HABITS

- 1. PERSISTING:** Sticking to a task until it is complete and remaining focused. Not giving up.
- 2. STRIVING FOR ACCURACY:** Checking your work again, finding ways to improve all the time. Always doing your best.
- 3. 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

- be educated to achieve her/his potential
- be educated in a controlled and structured academic environment
- be proud of his/her achievements
- be respected regardless of personal, religious or cultural differences
- voice his/her opinion in an appropriate manner
- be treated with fairness
- the security of his/her person and property
- be informed, when appropriate, about school decisions
- work in a clean and litter free environment
- ask for help and advice
- have school activities begin punctually
- participate in community life

It is every student's responsibility to

- reach his/her potential
- create an opportunity for others to work without interference.
- follow staff members' instructions
- respect the personal, religious and cultural beliefs and differences of others
- listen and respect the opinions of others
- treat others in a fair and just manner
- uphold honest behavior and safety of the school property
- respect the decisions made by the school
- maintain a clean and litter free environment
- ask for help and advice at an appropriate time and manner
- be punctual in every part of their school life
- uphold the values of the school even when out of school uniform

3. Student Code of Conduct

The Student Code of Conduct sets out the standards of behavior expected of students at BIS. 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 not following the rules, the school's implementation and recommendation of disciplinary measures will take place after careful consideration is given to all relevant factors, including but not limited to:

- 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 for the school year.

4. 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 S 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	
	Behavior	Possible Corrective Consequences
	<ul style="list-style-type: none"> ● Not prepared for class ● Homework not done ● Inappropriate playground/lunchroom behavior ● Lying ● Non-cooperation ● Not meeting school/classroom expectations ● Cheating 	<ul style="list-style-type: none"> ● Phone call home ● Lunch detention ● Loss of privileges ● Letter of apology ● Time out of class ● 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 .	
	Behavior	Possible Corrective Consequences
	<ul style="list-style-type: none"> ● Repeat of level 1 misconduct ● Obscenity/Profanity ● Acts of aggression -Pushing, kicking, horseplay, etc. ● Graffiti on desks and walls ● Any form of vandalism ● Blatant refusal ● First reported incident of bullying 	<ul style="list-style-type: none"> ● Phone call to parents by the class teacher ● 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 to the School Principal .	
	Behavior	Possible Corrective Consequences
	<ul style="list-style-type: none"> ● 1 repeat of Level 2 misconduct ● Ongoing bullying behavior <ul style="list-style-type: none"> -Teasing -Harassment -Intimidation -Exclusion ● Disrespect towards a staff member ● Theft ● Fighting ● Degrading, disgraceful, discriminating and or racist acts ● Dangerous acts, endangering oneself or others 	<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 ● After school detention ● Suspension ● Any combination of multiple Level 1 and 2 sanctions

5. Rights and Responsibilities of the Staff

Staff at Al-Bayan International School promise 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 teamwork 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 fairness 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 all people.

6. Parent Responsibilities

The parent understands their responsibility to contribute to a positive school environment and avoid conduct that creates or promotes intolerance or disharmony between and/or among the members of our school community and avoid making unfounded comments that may damage the image of the School or the staff.

Failure to comply with this agreement and the policies and guidelines of Al-Bayan International School – Kuwait may result in a student's withdrawal or expulsion from classes or from the School.

7. Relevant BIS Staff Information

Administration

Director: Dr. Zak Palsha
Principal: Mr. Kandas Botha

Administration Assistants:
Ms. Hiba Omar
Mrs. Hanin Mismar

KG/Elementary School

Coordinator: Ms. Catie Bartley
Counselor: Mrs. Kelsey Acevedo-Soto

Reception:
Mrs. Masooda Abu Sido
Mrs. Suha Nassif

Specialists:

School Psychologist: Mrs. Kim Gabriel-Dixon
English and Social Studies Coordinator: Mrs. Jamie Smith
Math and Science Coordinator: Ms. Roxanne Scanes
Resource Room Teacher: Mr. Stephen McCurdy
Music Teacher: Ms. Hannah Lautner
Art Teacher: Ms. Hannah Raaflaub
PE Teacher: Ms. Marija Ilijin
Athletics and Activities Coordinator: Mr. Ali Williamson
Nurse: Mrs. Magda Nasr
Junior Nurse: Ms. Sasi Rathinam

8. Communication

We rely on you to take the responsibility to remain informed of all school matters and events, as well as changes to arrangements, via

- **Website (www.bis.edu.kw)**
- **PowerSchool (<https://bis.powerschool.com/public>)**
- **SMS and emails**

Channels of communication

Please follow these channels of communication should you have any concerns about your child's academic and/or social-emotional well-being.

***NOTE: MEETINGS WITH STAFF ARE BY APPOINTMENT ONLY**

1. Contact the relevant class teacher or school-level counselor to discuss your concerns.
2. Contact the school-level coordinator should you still have a concern after meeting with the class teacher or school-level counselor,
3. Meetings with administration will only be granted if the first two steps had been followed.



Electronic Media Communication

BIS is committed to using technology to facilitate learning and communications. However, we recognize that, while email as a form of communication is valuable, it must be used appropriately and can sometimes be misinterpreted.

- Parents can be assured that the school treats concerns seriously.
- Confidentiality in all matters is of paramount importance to all of us. Parents are expected to respect this fundamental principle and refrain from group or chain emails.
- Social media communication regarding school matters is discouraged as it may involve other parents and their children without their knowledge or consent. Utmost discretion must be applied should social media be used.
- Our primary focus is the teaching of your children. Email assists us in appreciating and addressing your concerns as well as communicating information to you. However, it will not be the focus of our daily routine.
- You can expect a response within 24 hours. Teachers will only check their emails when it is appropriate to do so. Should an issue require research or investigation, the initial email response from the teacher will be simply to acknowledge the concern.
- WhatsApp is not a form of communication that is used by our staff.



9. General Information

School Uniform

The official BIS uniform needs to be worn each day. Please adhere to this expectation. Students who do not have the official BIS uniform will be asked to call home to have the correct uniform delivered to school

The official uniform:

- The official BIS shirts (long or short sleeved).
- The official BIS pants or shorts.
- Appropriate footwear (sandals, crocs, high heels, soccer cleats, or beach shoes are not permitted).
- Uniforms can be purchased in the uniform shop located in the BIS basement.



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 2828 (direct line) or 2205 2822 ext. 8019** as soon as possible.





All medication MUST be given to the school nurse with accompanying instructions for use.

Food/ Snacks

BIS IS A NUT-FREE SCHOOL.

You should bring enough food for the morning break and lunch.

Healthy Food Options	Not Allowed (These food items will be confiscated)
<ul style="list-style-type: none">● Sandwich● Pasta● Salad● Juice, milk, water● Fruits● Vegetables● Cereal 	<ul style="list-style-type: none">● Candy● Chips● Soda● Nuts● Cookies● Hot drinks● Food deliveries from restaurants 

Homework Guidelines

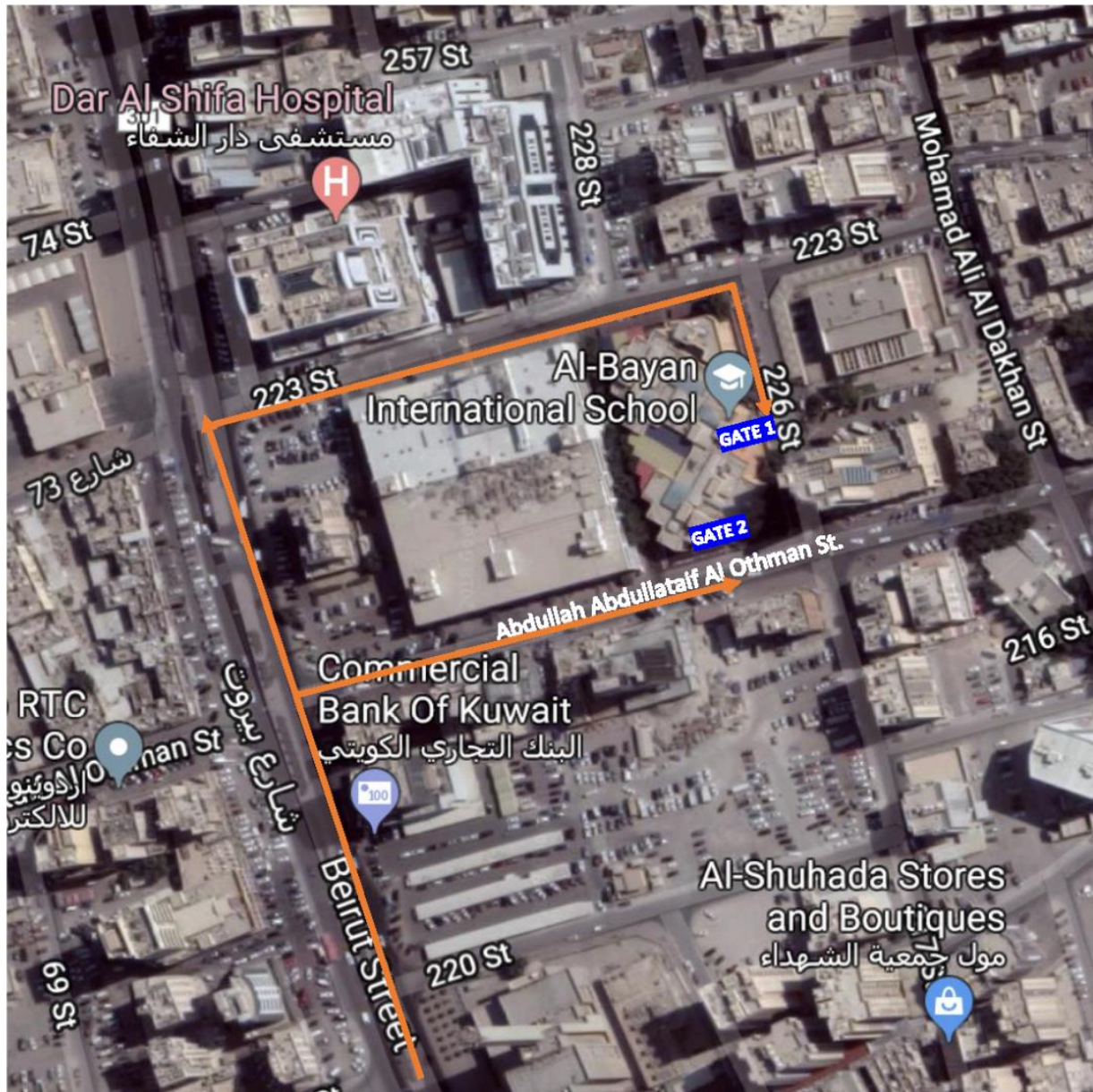
- Unfinished classwork will be assigned as homework.
- Any other required or suggested assignments can be found in the weekly overview.

Incomplete or Late Work

- If you fail to complete your work in the amount of time permitted by the teacher, your incomplete assignment may have a negative impact on your grades.
- 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.

10. Drop-off and Pick-up

All KG-Grade 4 students should be dropped off at Gate 1 each morning for arrival and be picked up each afternoon for dismissal (as shown below on the map). Gate #2 is used for grades 5-12.



11. Al-Bayan International School Bell Schedules

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

Bell Schedule

KG

7:20 AM	Warning Bell
7:25 – 8:05 AM	Literacy Block
8:08 – 8:48 AM	Literacy Block
8:50 – 9:30 AM	Specials
9:30 – 9:45 AM	Snack/Recess
9:47 – 10:27 AM	Math Block
10:30 – 11:10 AM	Math Block
11:13 – 11:53 PM	Specials
11:55 – 12:35 PM	Science, Social Studies, & Centers

Bell Schedule

Grades 1-4

7:20 AM	Warning Bell
7:25 – 8:05 AM	Period 1
8:08 – 8:48 AM	Period 2
8:50 – 9:30 AM	Period 3
9:30 – 9:45 AM	<i>Break</i>
9:47 – 10:27 AM	Period 4
10:30 – 11:10 AM	Period 5
11:13 – 11:53 PM	<i>ES Lunch & Recess*</i>
11:55 – 12:35 PM	Period 6
12:38 – 1:18 PM	Period 7
1:20 – 2:00 PM	Period 8

***11:13 – 11:31 – Grade 1 and 2 Lunch & Grade 3 and 4 Recess**

***11:33 – 11:53 – Grade 1 and 2 Recess & Grade 3 and 4 Lunch**

Bell Schedule
Early Release
KG-Grade 4

7:20 AM	Warning Bell
7:25 – 7:55 AM	Period 1
7:57 – 8:27 AM	Period 2
8:30 – 9:00 AM	Period 3
9:03 – 9:33 AM	Period 4
9:35 – 9:50 AM	<i>Break</i>
9:52 – 10:22 AM	Period 5
10:25 – 10:55 PM	Period 6
10:57 – 11:27 PM	Period 7
11:30 – 12:00 PM	Period 8

12. Attendance and Punctuality Policy of KG and Elementary School

- Attendance is an important factor in the determination of your success in any given class.
- A proportion of your mark is based on classwork.
- Please ensure that you are dropped off before 7:20 AM and remember every day matters!



Late Arrival to School and Classes

It is your responsibility to arrive to class on time and be prepared to learn.

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.**”

Consequences for unexcused **lates** will be as follows:

NUMBER OF LATES PER QUARTER	CONSEQUENCES
5	Teacher contacts parents.
7	Coordinator meets with parents to sign attendance contract.
After 7	Entry into class will be denied until parents meet with the principal.

Consequences for unexcused **absences** will be as follows:

NUMBER OF UNEXCUSED ABSENCES PER QUARTER	CONSEQUENCES
3	Teacher contacts parents.
5	Coordinator meets with parents .
7	Parents meet with the principal, followed by a letter that will be placed in your file. Student enrolment will be re-evaluated.

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 also be communicated to the Ministry of Private Education.

Make-Up Work After an Absence/Late

If you are absent or late, it is your responsibility to make up any missing work.

13. 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:

Medical Reasons

- 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 a medical appointment during the school day: you must present a note to the nurse upon return from the appointment.

Non-Medical Reasons

- 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.)

Failure to meet the above conditions will cause any class absences to be considered as unexcused. Such absences will be counted towards a 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.

14. Personal Devices Policy

Mobile phones must be turned off and be put away from 7:20 AM-2:00 PM. You may be asked to bring in tablets as a way of supporting your education.

15. Personal Items and Lost and Found

- Lost and Found items are turned into the gym.
- You need to check occasionally to see if any of your belongings are there. All personal items should be marked with your name. Initials should be put on clothing tags with a permanent marker.
- 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.

16. 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 stay in designated areas at all times.

17. Volunteering

Family involvement in schools increases growth in students. BIS appreciates and encourages families to get involved in many ways. If you would like to know more about how you can volunteer, please contact your child/ren's homeroom teacher(s) or the school coordinator.



18. 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