



**AL-BAYAN**  
INTERNATIONAL SCHOOL  
مدرسة البيان الدولية

# Parent & Student Handbook 2020 – 2021 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

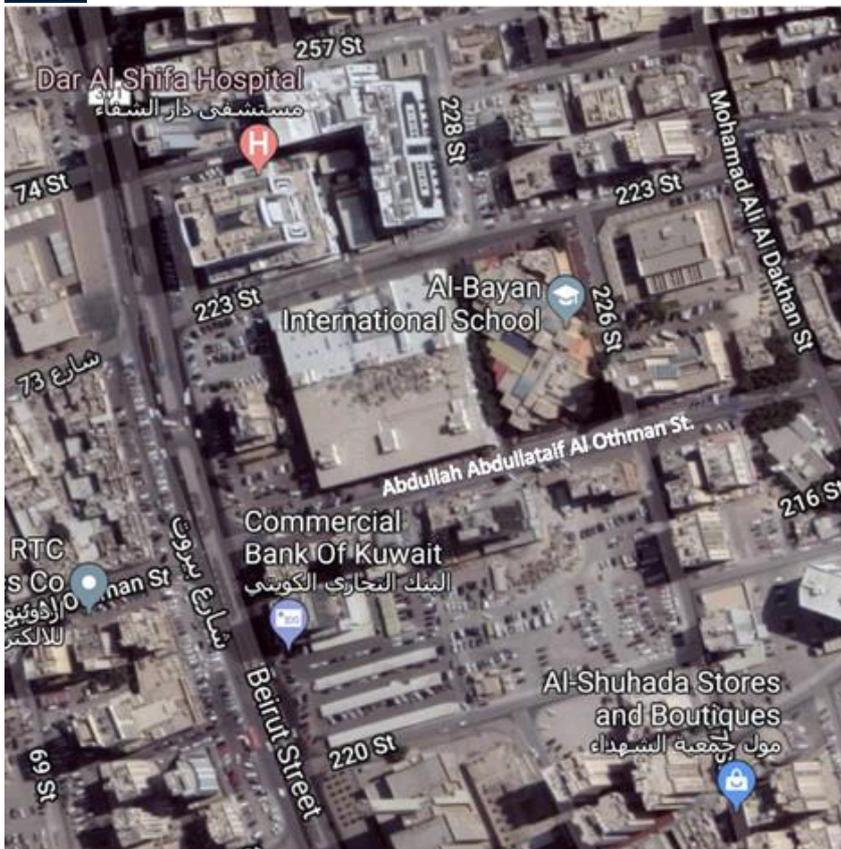
Hawally, Beirut Street

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.**

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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. This year things may look differently as many schools throughout the world are adjusting their plans based on the global pandemic. Rest assured and know that 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 our 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 questions, please stop by the school and meet with Mr. Todd Gribbon, KG/ES Principal or Ms. Catie Bartley, KG/ES Assistant 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.

In partnership,



Dr. Zak Palsha  
Director

## Message from the Principal

Dear Students and Families,

I am extremely thankful to have this exciting opportunity to serve students, staff, parents and the wider community of Al-Bayan International School. It is without hesitation; I invite you to participate in the most caring and supportive school environment where all staff are focused on ensuring the academic and social success of your child. Our safe and respectful environment is based on our three COMMON EXPECTATIONS:

- Self-Discipline
- Respect
- Empathy

These COMMON EXPECTATIONS are complimented by our three GOOD HABITS:

- Persisting
- Thinking Flexibly
- Striving for Accuracy

Our emphasis on our COMMON EXPECTATIONS and GOOD HABITS guarantees our students receive the support they need for their academic, social and emotional success. Through focused assessment and personalized individual learning plans, our teachers create and assess students' learning geared to their learning styles.

Our small class sizes allow teachers to attend to the specific needs of every student in their care. The teaching staff at Al-Bayan International School are talented professionals committed to students and parents. We are here to listen; to serve; to guide; and to invest time in your child's academic and social development.

We are committed to an inclusive and personal educational experience for all children at Al-Bayan International School. It is our promise to both your child and to you that we maintain a high standard of care and academic rigor in this regard.

Warm Regards,



Mr. Todd Gribbon  
Principal

## Message from the KG and ES Assistant Principal

Dear Students and Families,

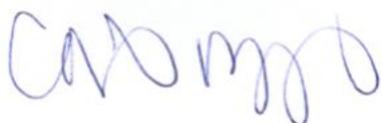
It is with great excitement that I welcome you to Al-Bayan International School. As a world-class educational institution, we are devoted to supporting the academic and social growth of all students. We believe that all students are capable of success. Additionally, it is a part of our mission to provide 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.

To our new students and families, I am looking forward to begin our work together to ensure a successful year in our KG/ES programs. To our returning students and families, I am excited to continue striving for continued growth and excellence together.

Respectfully,



Ms. Catie Bartley  
KG/ES Assistant Principal

## Relevant BIS Staff Information

### Director's Office

Director

Dr. Zak Palsha

Executive Assistant to the Director

Ms. Suha Nassif

### Reception:

Ms. Tara Shamat

### Administration

Principal

Mr. Todd Gribbon

Assistant Principal

Ms. Catie Bartley

Administrative Assistant

Ms. Hanin Mismar

### Support Staff:

Curriculum Instruction & Assessment

Ms. Jamie Smith

Arabic & Islamic Coordinator

Mr. Ziyad Gazawi

Athletics & Activities Coordinator

Mr. Ali Williamson

School Psychologist

Ms. Nikhila Thomas

Counselor

Ms. Andrea Rivas-Rosales

Instructional Coach

Ms. Samantha Rammaha

Resource Room Teacher

Ms. Kristina Bower

Resource Room Teacher

Mr. Stephen McCurdy

Resource Room Teacher (Arabic)

Ms. Wafa Abdulatheem

Speech Language Pathologist

Ms. Nicole Badra

Education Technology System Admin

Mr. Ahmed Mohamed

Nurse

Ms. Felsey Roberts

Nurse

Ms. Heba Harb

# GUIDING STATEMENTS

## COMMON EXPECTATIONS

- 1. SELF-DISCIPLINE:** Take responsibility for your own actions and think before you act, while having high personal expectations.
- 2. RESPECT:** Value all members of the school community and display good manners, while following school expectations.
- 3. EMPATHY:** Show compassion towards others and welcomes others' thoughts and beliefs.

## GOOD HABITS

- 1. PERSISTING:** Keep trying even when things are difficult. Stay focused while working towards your personal goals. Grit.
- 2. STRIVING FOR ACCURACY:** Pay attention to details. Plan ahead and stay organized.
- 3. THINKING FLEXIBLY:** Adapt and change as you learn. Be willing to try new things. Use problem solving skills.

## 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. Al-Bayan International School's Promise

### **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.
- Intervene with dignity and follow the interventions outlined in the school expectations.
- Be sensitive to the individual needs of the students.
- Develop a caring attitude in the students towards all people.

### 3. 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.

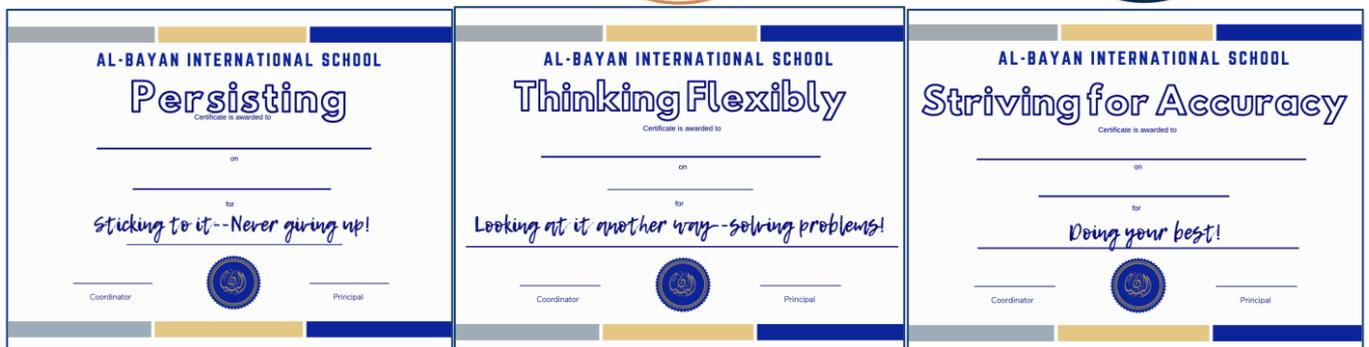
### 4. Rights and Responsibilities of the Students

Every student has the right to	It is every student's responsibility to
<ul style="list-style-type: none"><li>● be educated in a controlled and structured academic environment</li><li>● be proud of his/her achievements</li><li>● be respected regardless of personal, religious or cultural differences</li><li>● voice his/her opinion in an appropriate manner</li><li>● be treated with fairness</li><li>● the security of his/her person and property</li><li>● be informed, when appropriate, about school decisions</li><li>● work in a clean and litter free environment</li><li>● ask for help and advice</li><li>● have school activities begin on time</li><li>● participate in community life</li></ul>	<ul style="list-style-type: none"><li>● create an opportunity for others to work without interference.</li><li>● follow instructions</li><li>● respect the personal, religious and cultural beliefs and differences of others</li><li>● listen and respect the opinions of others</li><li>● treat others in a fair and just manner</li><li>● uphold honest behavior and safety of the school property</li><li>● respect the decisions made by the school</li><li>● maintain a clean and litter free environment</li><li>● ask for help and advice at an appropriate time and manner</li><li>● be on time in every part of their school life</li><li>● uphold the values of the school even when out of school uniform</li></ul>

## 5. School Expectations

### Acknowledgement of Positive Behavior

Good Habit stickers are given out to students when they are seen modelling BIS' Good Habits. Quarterly assemblies are conducted as a way to celebrate students' successes and commitment to the Good Habits. Good Habit awards are given out to students who have earned a specified number of Good Habit stickers.



Acknowledgements of positive behavior can also include:

- Positive phone call to parents by the Assistant Principal
- Positive phone call home by the Principal
- Individual/class free dress day
- Individual/class rewards
- Lunch with the Assistant Principal or Principal

## Common Expectations

The Common Expectation Matrix sets out the standards of behavior expected of students at BIS. School Expectations are designed to **protect and guide** you rather than to punish or threaten you. It serves as a guide to the daily functioning of the school as it aims to provide a **clear and defined** explanation of your expected behavior.

	Empathy	Self-Discipline	Respect
Classroom	<ul style="list-style-type: none"> <li>Help others</li> <li>Use teamwork</li> <li>Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Persist</li> <li>Strive for accuracy</li> <li>Think flexibly</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time they are given</li> <li>Respond to teacher redirection promptly</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>Do not block passages, stay to one side</li> <li>Be friendly to others</li> <li>Give personal space</li> </ul>	<ul style="list-style-type: none"> <li>Move quickly, quietly, and safely</li> <li>Keep your hands and your belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself and others</li> <li>Avoid damaging hallway decor and student work</li> <li>KG/ES: voice level 0</li> <li>MS/HS: voice level 2</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>Invite others to sit with you</li> <li>Accept others' likes and dislikes</li> </ul>	<ul style="list-style-type: none"> <li>Eat healthy food</li> <li>Use manners</li> <li>KG/ES: voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself and others</li> <li>MS/HS: voice level 3</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Wash your hands frequently</li> <li>Don't crowd the space</li> </ul>	<ul style="list-style-type: none"> <li>Use between classes as much as possible</li> <li>Use time wisely</li> <li>Line up outside to wait your turn</li> <li>Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Notify an adult if something is broken or out of supplies</li> <li>Take turns</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Include others</li> <li>Speak kindly</li> </ul>	<ul style="list-style-type: none"> <li>Use personal space</li> <li>Practice good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Take care of the equipment</li> <li>KG/ES: voice level 3 or 4</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>Celebrate others' successes</li> <li>Do not block others' views</li> <li>Be respectfully silent when someone is talking</li> </ul>	<ul style="list-style-type: none"> <li>Talk only at appropriate times</li> <li>Remain in assigned seating area</li> <li>Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Listen to instructions/presentations</li> <li>Voice level 0</li> </ul>

## Purpose

The purpose of Student Expectations 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 School Expectations

## Progressive Discipline

BIS uses a progressive model when applying interventions. We are always focused on resolving situations in the most respectful and collaborative manner to continue to build, sustain and repair relationships with students and staff. When recommending and implementing interventions in response to a behavior, BIS staff will carefully consider all relevant factors, including but not limited to:

- the nature of the behavior and the circumstances under which it took place
- the effect of your behavior on the school community
- your personal circumstances
- ownership of your choices
- your commitment to changing your behavior and fixing your mistakes

### Possible Classroom Interventions

- Move seating
- One-on-one conversation
- Assigned reflection
- Time out/short break
- Phone call to parents
- Parent meeting
- Privileges revoked
- Restorative questions
- Referral to Assistant Principal or Principal

### Possible Administration Interventions

- Restorative circles
- Reflection
- Suspension
- Student Behavior Success Contract
- Letter of apology
- Parent meeting
- Assigned counselor meetings
- Privileges revoked
- Community service
- Meet with all who are involved
- Repairing the harm

## **BIS Restorative Practices**

Restorative Practice provides BIS with a framework to build community and for thinking about wrongdoing. Restorative Practices is founded on relationships. One must have a strong, authentic relationship with students in order to build community in a classroom and school. We do three activities in life: we build relationships, we sustain relationships and we repair relationships. We need to practice these three aspects of relationships in order to build strong, authentic relationships founded on respect.

Situations requiring discipline at BIS must be thought as learning opportunities for growth and building community. The key goals of Restorative Practices are:

- To create a caring climate to support healthy relationships and community
- To understand the harm and develop empathy for both the harmed and harmer
- To listen and respond to the needs to the person who has harmed and who has harmed
- To encourage accountability and responsibility through personal reflection within a collaborative planning process

Central to engaging students in this process is the following questions:

When something goes wrong:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- In what way have they been affected?
- What do you think you need to do to make things right?

## E-learning Essential Agreements

- All students must click on the subject link to be joined into the Zoom live sessions.
- Sign in with your full name - first and last name (no nicknames allowed). You will not be granted access from the class waiting room unless you use your full name.
- Be on time, present and fully attentive for the entire session; attendance will be taken.
- Turn your camera on at eye level.
- Come prepared with everything you need to be able to participate fully in the lesson as if coming to class.
- Make sure you sit in a well-lit and quiet place and keep external distractions to a minimum.
- Be an active participant.
- Listen closely to the instructions given by your teacher throughout your session.
- Keep your microphone on mute throughout the session, or until it's your turn to talk. Turn your microphone off when finished speaking to reduce background noise.
- Remember and practice our good habits: striving for accuracy, thinking flexibly, and persisting and our common expectations: empathy, respect, self-discipline.
- All discussions in group chat should be focused and on topic. Teachers should make sure to turn off private chat access prior to class.
- Remember that your Zoom sessions may be recorded and archived; video, audio, and chat (including all private chat threads) and posts can never be permanently deleted.
- Inappropriate behavior will result in the student being removed or blocked from interactive sessions.
- Be diligent and timely in submitting your work.
- Student conduct outlined in the student handbook is still applicable in an e-learning forum.



## 6. Inclusion at BIS

Inclusion, at its simplest, is to be included. It is the idea that all students are included in the feeling of belonging and are respected within the school community. Inclusion guarantees all students receive high quality instruction, interventions, and supports that enable them to meet social and academic success regardless of challenges and without restrictions or limitations.

Al-Bayan International School believes that its community benefits from welcoming diverse learners. We aim to create and sustain a meaningful learning environment where all learners have equal opportunity for success. Inclusion increases all students' access and engagement in learning by identifying and breaking down barriers through collaboration, respect, and support among all school stakeholders.

## 7. Anti-Bullying Policy

Al-Bayan International School is committed to creating a friendly, safe and relaxed learning environment for all of its students. We adopt a **ZERO TOLERANCE** approach to bullying. Every student has the right to feel valued and safe. BIS has a responsibility to respond promptly and effectively to issues of bullying.

### What is Bullying?

*“A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself” (Olweus, 1993).*

**The important aspects to bear in mind regarding bullying is that it is a deliberate act that is designed to hurt** involving a pattern of **negative** behavior **repeated over time** involving an **imbalance of power** or strength.

## Types of Bullying

- **Emotional:** Social exclusion and isolation of the victim.
- **Physical:** Hitting, shoving, hair pulling, kicking, spitting, unwanted touches and any other form of violence.
- **Verbal:** Derogatory comments, name-calling and spreading rumors.
- **Cyber:** E-mailing and texting, through Internet and cell phones.

## Objectives of this Policy

Research has shown that implementing a whole school approach is a successful way of addressing school bullying. We aim to implement the following:

- Education to school staff and students about bullying.
- Open communication between the school staff, parents and students involving identification and prevention of bullying behavior.
- Education to students through, assemblies, campaigns and classroom intervention.
- Empowering the students to report bullying and to be helpful to victims of bullying.
- Monitoring the behavior of the students at school.
- Adopting a school policy on bullying that all the role players are aware of.
- Following a specific procedure in dealing with reported bullying.



## What do you do if you are bullied?

- Tell the bully to **STOP** in a firm voice.
- **WALK** away from and ignore the bully.
- Seek help and **TALK** to someone you trust.
  - Report bullying to a member of staff.
  - Action **will** be taken against the bully.
  - Care enough to report it if you know someone else is being bullied.
  - Share the responsibility of all at BIS to eliminate bullying.

## Bullying procedure

- Report the bullying incident to a staff member.
- Staff will investigate the incident thoroughly.
- In serious cases parents, the Assistant Principal, and the Counselor will be informed and a written record kept.
- Mediation will be conducted between the victim and the bully through peer mediation, a staff member or the School Counselor.
- The victim will be supported and educated with assertiveness training, avoidance strategies and assigned a “buddy” if necessary.
- The bully will be supported and an attempt made to change her/his behavior.
- Cases will be monitored to ensure repeated bullying does not take place.

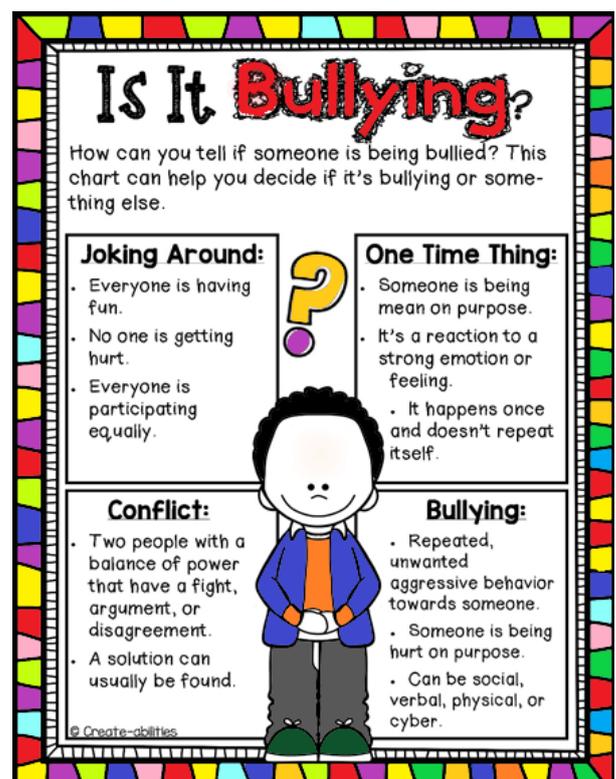
## Outcomes

Severe and persistent bullying will be referred to the Principal and could result in suspension and/or expulsion.

## Prevention of Bullying

School prevention will include:

- Messages during assemblies
- Posters in school
- Classroom rules
- Class discussions



## 8. Statement of Commitment to Child Protection

Child abuse and neglect are serious concerns throughout the world. They are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development. Al-Bayan International School endorse the United Nations Convention on the Rights of the Child, of which Kuwait is a signatory. According to the United Nations Convention on the Rights of the Child, every child has rights, whatever their ethnicity, gender, religion, language, abilities or any other status. Al-Bayan International School shares a commitment to safeguard and protect all students. We believe that every child has a right to be protected from violence, abuse and neglect. We are dedicated to providing a safe, nurturing environment for our students to thrive at home and at school as well as in the global community.

Families have entrusted Al-Bayan International School with their children and we have a responsibility to protect them. We are committed to:

- ensuring child safety with rigorous recruitment practices
- a code of conduct to guide interactions between adults and children
- having clear procedures in place to report and follow up with cases related to child protection
- enforcing security measures to reinforce our safeguarding protocols.

## 9. 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

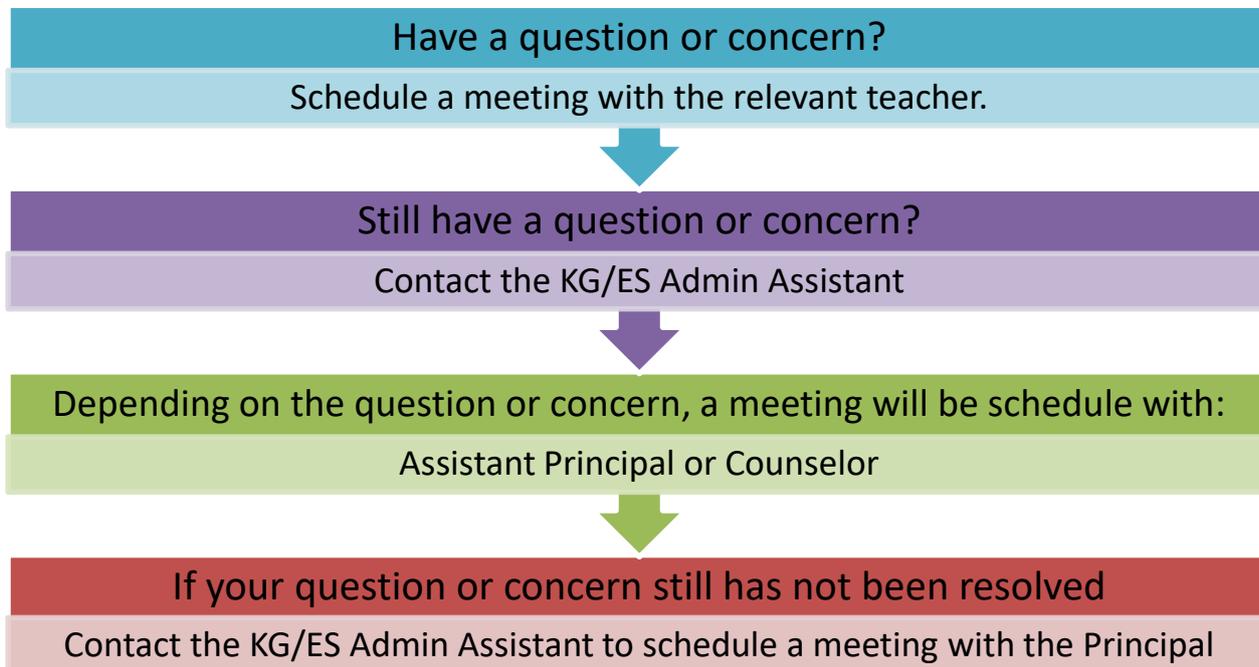
- Website ([www.bis.edu.kw](http://www.bis.edu.kw))
- PowerSchool (<https://bis.powerschool.com/public>)
- BIS PowerSchool Support: [ahmed.mohamed@bis.edu.kw](mailto:ahmed.mohamed@bis.edu.kw)
- SMS and emails
- Social media: Instagram and Twitter - @biskwt

Facebook – Al-Bayan International School

## 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**



## Parents wandering around school

As per the directions of the Ministry of Education, The Public Administration for Private Education and BIS policy, parents are not allowed to wander around the school or enter classrooms. Please make an appointment should you wish to meet with any staff member.



## **Electronic media communication**

BIS is committed to using technology to facilitate learning and communications. 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. We recognize that it can be valuable as a form of communication, however it must be used appropriately and can sometimes be misinterpreted. Furthermore, 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.**



## 10. 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).

### Uniform Purchase:

- Uniforms can only be purchased online through the Uniform Center online portal ([www.uniform.bis.edu.kw](http://www.uniform.bis.edu.kw))
- Uniforms ordered on-line can either be delivered to the requester's house or picked up from the new Uniform Center.

### The new Uniform Center:

- The new Uniform Center is located at BBS campus on Beirut Street, near gate 6.
- The new Uniform Center will **only be opened** for either **pick up** of the online ordered school uniform or for **exchange**.

### The new Uniform Center Timings:

- Saturday: 10:00am-4:00pm
- Tuesday: 3:30pm-6:30pm



## Mobile Phones

As per the ministry of Education's guidelines, mobile phones are not allowed on campus.

### 1<sup>st</sup> Offense

- Mobile phone removed from student and stored in the office for 24 hours.
- Mobile phone has to be collected by a parent.

### 2<sup>nd</sup> Offense

- Mobile phone removed from student and stored in the office for 48 hours.
- Mobile phone has to be collected by a parent.

### 3<sup>rd</sup> Offense

- Mobile phone removed from student and stored in the office for a week (seven calendar days).
- Mobile phone has to be collected by a parent.
- Parents will be notified by the Assistant Principal that the next offense will result in a 1-day in-school suspension.

### 4<sup>th</sup> Offense

- 1-day in-school suspension

### 5<sup>th</sup> Offense

- 3-day out of school suspension

## Birthday Parties



All celebrations must be prearranged with the student's homeroom teacher. In order to help maximize learning time and to allow for consistency within our students' schedules, birthday parties should be contained within the classroom, should last no more than 30 minutes, and should not include any outside entertainment. Please be sure to consider any allergies within the classroom and ensure that any treats do not contain nuts.

## Food/ Snacks

- **BIS IS A NUT-FREE SCHOOL**
  - Please ensure that no nuts are brought to school, including food for special occasions
- All students should bring enough food for snack and lunch.

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

## Textbooks

Students will sign out textbooks, novels, etc. from the library at various times throughout the year. This should be pre-arranged with library staff. Students are expected (and should be encouraged by staff) to treat school resources with care. Students will be held financially responsible for lost or damaged materials.

## 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 do not 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.

## 11. Attendance and Punctuality Policy

- 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 by 7:20 AM so that you can get to class on time. Remember every day matters!



## Late Arrival and Absences

It is the responsibility of both students and families to ensure students arrive on time and prepared to class each day. In case of an absence, please notify the school receptionist. (2205-8040)

We request that you do not schedule extended vacations outside of school holidays. Vacations are not considered excused.

Should you arrive late to class or are absent without an acceptable excuse or a note from a staff member, it will be recorded as unexcused

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

NUMBER OF LATES PER QUARTER	CONSEQUENCES
7	Teacher contacts parents.
9	Assistant Principal meets with parents to sign attendance contract.
After 9	Principal meets with parents to sign excessive lates letter. Student enrolment will be re-evaluated.

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

NUMBER OF UNEXCUSED ABSENCES PER QUARTER	CONSEQUENCES
3	Teacher contacts parents.
5	Assistant Principal meets with parents to sign attendance contract.
7	Parents meet with the principal, followed by a letter that will be placed in student 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.

## **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 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.***



## Please note:

- A student with a temperature of 38° C will be sent home. For the sake of the well-being of the student, it is the responsibility of the parents to respond immediately to a call from the nurse's office.
- In case of sore eyes or redness with tears, parents will be contacted to fetch the student from school and take him/her to a doctor to rule out contagious eye infections. The student will only be allowed back at school with a doctor's note clearing him/her of any infections.
- In case of illness and infectious diseases such as chickenpox, measles, etc., a student may not attend school without a doctor's report indicating that the child is cleared to attend school again.

I NEED TO STAY HOME IF...

I HAVE BEEN IN THE HOSPITAL	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE A FEVER
						
Hospital stay and/or ER visit	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage from eye	Temperature of 38°C or higher

## Weather Safety

### Air Quality Index

There are times of the year when we experience poor air quality. To ensure we provide a safe environment for our children we will have daily AQI checks by the central office using Kuwait City US Embassy Air Quality station. The necessary action will be communicated by the central office school wide when applicable. If there is any doubt, the Principal will make the decision as to whether or not students may go outside.

## Hot Weather

BIS will ensure that such weather does not negatively affect the students by providing air conditioning units in each classroom. In addition, water coolers are accessible to ensure that students stay hydrated. After each summer, winter and spring break, the maintenance team will check each room to ensure that the units are working and check the water coolers for cleanliness and damage.



### Students may be dismissed:

- At 12.30 pm on days when the forecast maximum is 48°C or higher, or
- Up to one hour before normal dismissal time when the estimated maximum temperature is to be at least 46°C.

The early dismissal of students, in accordance with the school's hot weather policy, will be subject to parents having given the school written permission, renewable annually, for their children to be dismissed early. Students who do not have written permission from their parents will be adequately supervised at the school.

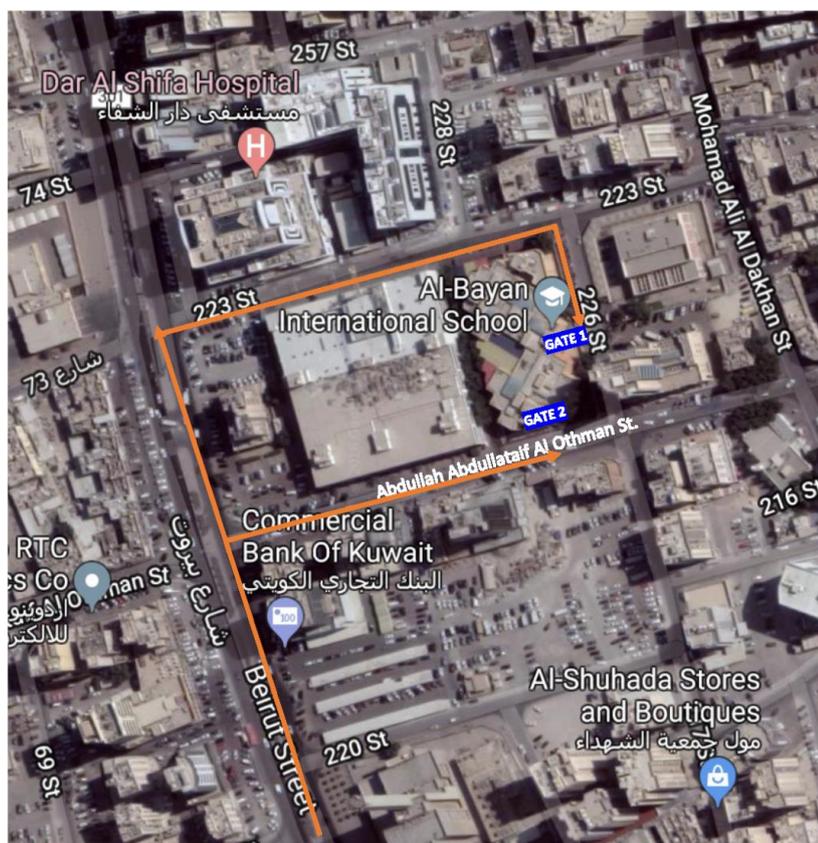
## 14. Volunteering

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 Activities and Athletics Coordinator ([ali.williamson@bis.edu.kw](mailto:ali.williamson@bis.edu.kw))



## 15. Drop-off and Pick-up

All KG-Grade 5 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 6-12.



## 16. 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 – 10:10 AM	<i>Snack &amp; Recess</i>
10:13 – 10:30 AM	Math Block
10:32 – 11:12 AM	Math Block
11:14 – 11:54 AM	Specials
11:55 – 12:35 PM	Science, Social Studies, & Centers

*\*9:30 – 9:50 – KG 1 Snack & KG 2 Recess*

*\*9:52 – 10:10 – KG 1 Recess & KG 2 Snack*

## Bell Schedule Grades 1-5

7:20 AM	Warning Bell
7:25 – 8:05 AM	Period 1
8:08 – 8:48 AM	Period 2
8:50 – 9:05 AM	<i>Break</i>
9:08 – 9:48 AM	Period 3
9:50 – 10:30 AM	Period 4
10:32 – 11:12 AM	<i>Period 5 (grades 3-5) Lunch &amp; Recess (grades 1-2)*</i>
11:14 – 11:54 AM	<i>Period 5 (grades 1-2) Lunch &amp; Recess (grades 3-5)**</i>
11:56 – 12:36 PM	Period 6
12:38 – 1:18 PM	Period 7
1:20 – 2:00 PM	Period 8

*\*10:32 – 10:50 – Grade 1 Lunch & Grade 2 Recess*

*\*10:52 – 11:12 – Grade 2 Recess & Grade 2 Lunch*

*\*\*11:14 – 11:32 – Grade 3 and 4 Lunch & Grade 5 Recess*

*\*\*11:34 – 11:54 – Grade 3 and 4 Recess & Grade 5 Lunch*

**Bell Schedule  
Early Release  
KG-Grade 5**

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 AM	Period 6
10:57 – 11:27 AM	Period 7
11:30 – 12:00 PM	Period 8

**Note: no lunch for Grades 1-5 on early release days.**