



AL-BAYAN
INTERNATIONAL SCHOOL
مدرسة البيان الدولية

Al-Bayan International School

PARENT AND STUDENT HANDBOOK

2018 – 2019

Middle and High School

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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

MISSION STATEMENT

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

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 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. 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 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

A handwritten signature in black ink, appearing to read 'K. Botha'.

Mr. Kandas Botha
Principal

MESSAGE FROM THE MIDDLE SCHOOL COORDINATOR

Dear Students and families,

Welcome to our BIS Family! We are excited about beginning a new year of learning and caring. This is a special time in a young person's life when great changes are occurring physically, cognitively, emotionally and socially. BIS is committed to being a developmentally responsive learning community that maintains high expectations. We celebrate being different as we work with our families and the community to provide the best educational experience for all our students.

We encourage you to be involved in BIS as a family. Parent involvement is one of the keys to student success in school, and we welcome parent participation in our school community. Parents as partners help to ensure the success of all students. This is especially true when parents support reading and good habits at home.

The student handbook will assist you in understanding the procedures of BIS and help us to maintain safety, order, and discipline for our BIS Family. We are confident that creating a partnership between your school and your family will result in success for your child as our students chart their course for the future!

Kind Regards,

Mary Thomas

Mary Thomas
Middle School Coordinator

MESSAGE FROM THE HIGH SCHOOL COORDINATOR

Dear BIS Family,

Welcome to Al-Bayan International School! As a high school staff, we work collaboratively to meet the individual needs of each student, as stated in our school mission. Our small community and class sizes allow a more family-type environment, where students and teachers form long-lasting relationships that support teaching and learning.

All students participate in a rigorous and engaging academic program. In addition to academic advancement, students could be invited to take part in extra-curricular activities and clubs, sponsored by the teachers and educational assistants. BIS graduates continually compete successfully with other students and attend universities throughout the world, year after year. Our graduates also exhibit strong character and leadership, while demonstrating compassion for others.

I am excited to be an integral part of the BIS leadership team. I know that with the commitment, courage, collaboration and the dedication of our staff; the tenacity of our students; and participation of parents and the surrounding community, we will empower each and every one of our students to become responsible, compassionate, and empathetic members of our global community.

The possibilities that lay ahead this year are exciting! If you are new to Al-Bayan International School or have been a part of our community for years, please know that you are welcome to take part in our collaborative learning experience.

I look forward to seeing and working with you all during the upcoming school year.

Sincerely,

Crystal Minchew

Crystal Minchew

High School Coordinator

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, finding ways to improve all the time. Always doing your best.
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

Every student has the right to	It is every student's responsibility to
<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
<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 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 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. 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.

RELEVANT BIS STAFF INFORMATION

Administration

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

Administration Assistants: Ms. Hiba Omar
Mrs. Hanin Mismar

High School:

Coordinator: Ms. Crystal Minchew
Counselor: Ms. Kenya Waltower

Middle School:

Coordinator: Mrs. Mary Thomas
Counselor: Ms. Jennifer Hoang

Elementary School:

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

KG:

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
Athletics and Activities Coordinator:	Mr. Ali Williamson
Nurse:	Mrs. Magda Nasr
Junior Nurse:	Ms. Sasi Rathinam

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 the:

- **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.

IMPORTANT: WhatsApp is not a form of communication that is used by our staff

- 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.

5. GENERAL INFORMATION

School Uniform

If you do not wear the correct uniform:

- You will not be allowed to enter class until you call home and are in the correct uniform
- If you come to school three times without the proper uniform, you will be sent home

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).
- It is recommended that each student has at least two sets of the PE uniform to ensure that students change before and after PE.

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**

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

Middle School and High School students may purchase food from the school canteen during break times.

Homework Guidelines

- Homework and assignments will be available online.
- You are encouraged to complete homework independently, to the best of your ability and only ask for assistance if you do not understand the assignment.
- Students can expect not to receive homework over weekends unless it is completion of class work.

Incomplete or Late Work

- 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.
- 10% will be deducted for each day that an assignment is submitted late.

6. SCHOOL BELL SCHEDULES

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

Bell Schedule Grades 5-8	
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	Period 6
11:55 – 12:15 PM	<i>MS Lunch & Prayer</i>
12:16 – 12:36 PM	Period 7 MS Advisory
12:38 – 1:18 PM	Period 8
1:20 – 2:00 PM	Period 9

Bell Schedule Grades 9-12	
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	Period 6
11:55 – 12:15 PM	Period 7 HS Advisory
12:16 – 12:36 PM	<i>HS Lunch & Prayer</i>
12:38 – 1:18 PM	Period 8
1:20 – 2:00 PM	Period 9

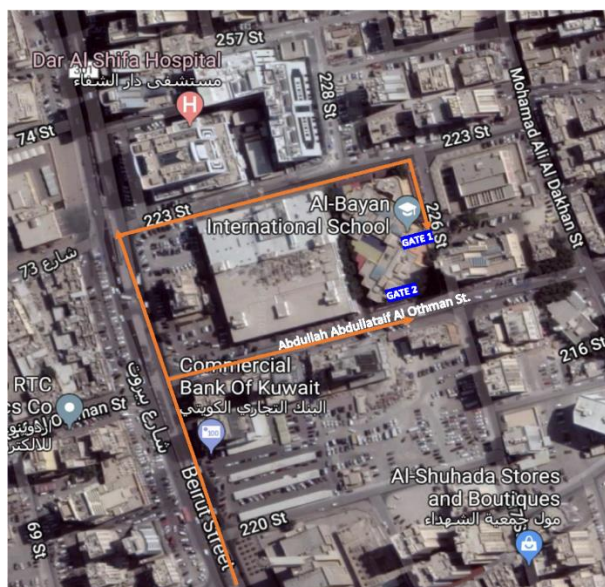
Bell Schedule Early Release

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

*** No advisory on early release days**

Drop-off and Pick-up

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



7. 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.
- Please ensure that you are dropped off before 7:20 AM.

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
3	Detention: Contact parents
5	Principal’s Detention:
After 5	Entry into class may be denied until parents meet with the principal

8. ATTENDANCE POLICY FOR MIDDLE SCHOOL

Number of unexcused absences per quarter	Consequences
3	Teacher contacts parents
5	Parents meet with the School Coordinator.
7	Meet with the Principal and followed by a letter that will be placed in your file. Your enrolment will be re-evaluated.

More than 10 unexcused absences per quarter 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 also be communicated to the Ministry of Private Education.

9. ATTENDANCE POLICY FOR HIGH SCHOOL

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

Number of unexcused absences	Consequences
3 per semester course or 5 per full year course	Teacher contacts parents
5 per semester course or 10 per full year course	Parents meet with coordinator to discuss possible loss of credit. Parents will sign an attendance contract.
7 per semester course or 15 per full year course	Meet with the Principal. Loss of credit letter signed by parents.

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.

10. 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.
- In case of a suspension, it is the student's responsibility to submit work on time

11. 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:

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 vacation is not an emergency.)

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.

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. 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.

You are not allowed to contact your parents personally to ask them to come and fetch them from school for any reason. All such calls must be made by a staff member.

12. PERSONAL DEVICES POLICY

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

Grades 8 -12 must have a laptop. Although not compulsory, grades 6-7 may use a laptop at school. Students **may not** use their mobile phones to complete class assignments.

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.

Classroom routines

- Laptops may not be opened without the teacher's instruction, including before class starts.
- Students are to close tabs and desktops not related to the current class.
- Ask for permission before accessing the internet with personal portable devices.
- Students should close laptops during instruction unless otherwise instructed by the teacher.
- Chat messaging during class is not permitted.
- If work is finished early, then work on specific activities which support the curriculum.

- 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

Transporting laptops

- Laptops are transported to all classes.
- Laptops and tablets must be closed and in bags while transporting between classes.

Mobile phones

- Must be turned off and kept out of sight from 7:20 am – 2:00 pm

13. PERSONAL DEVICES: CONSEQUENCES

Consequences

Any violation of the above expectations 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.

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.

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.

14. PERSONAL ITEMS AND LOST AND FOUND

- Lost and Found items are turned in to 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.

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.

15. 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 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.

You have freedom of choice
but
not freedom from the consequences

16. 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	
	Misconduct includes but is not limited to:	Possible corrective sanctions
	<ul style="list-style-type: none"> • Not prepared for class • Homework not done • Inappropriate canteen behavior • Lying • Non-cooperation • Not meeting school/classroom expectations • Plagiarism • Cheating in a test • Disrespect towards a staff member 	<ul style="list-style-type: none"> • Phone call home • Lunch detention • After-school 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 .	
	Misconduct includes but is not limited to:	Possible corrective sanctions
	<ul style="list-style-type: none"> • Repeat of level 1 misconduct • Lewd behavior • 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 • Disrespect towards a staff member 	<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	
	Refer to the School Principal.	
	Misconduct includes but is not limited to:	Possible corrective sanctions
P R I N C I P A L	<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 • Leaving the school premises • 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"> • Bringing the school into disrepute • Skipping class • Setting off alarms • Smoking 	<ul style="list-style-type: none"> • Meeting with the Principal, your parents and you • A written report placed in your file • Meet with the School Counselor • Principal's detention Thursday: 2:00 – 5:00 PM • Suspension • Any combination of multiple Level 1 and 2 sanctions • Involve the School Director

IS IT BULLYING OR IS IT CONFLICT?

SIGNS OF BULLYING	SIGNS OF CONFLICT
<ul style="list-style-type: none">• Not friends / Imbalance of power	<ul style="list-style-type: none">• Friends / Equals / Peers
<ul style="list-style-type: none">• Repeated over time	<ul style="list-style-type: none">• Spontaneous / Occasional
<ul style="list-style-type: none">• Intentional	<ul style="list-style-type: none">• Not planned
<ul style="list-style-type: none">• Physical and/or emotional harm	<ul style="list-style-type: none">• No serious, lasting harm
<ul style="list-style-type: none">• Unequal emotional reaction	<ul style="list-style-type: none">• Equal emotional reaction
<ul style="list-style-type: none">• Seeks control	<ul style="list-style-type: none">• Not about control
<ul style="list-style-type: none">• No remorse, blames the target	<ul style="list-style-type: none">• Often a sense of remorse
<ul style="list-style-type: none">• No effort to solve the problem	<ul style="list-style-type: none">• May try to solve the problem